Florida Court Clerks and Comptrollers (FCCC)

Portal Administration Documentation

Prepared by: Florida Court Clerks and Comptrollers
09/18/2015

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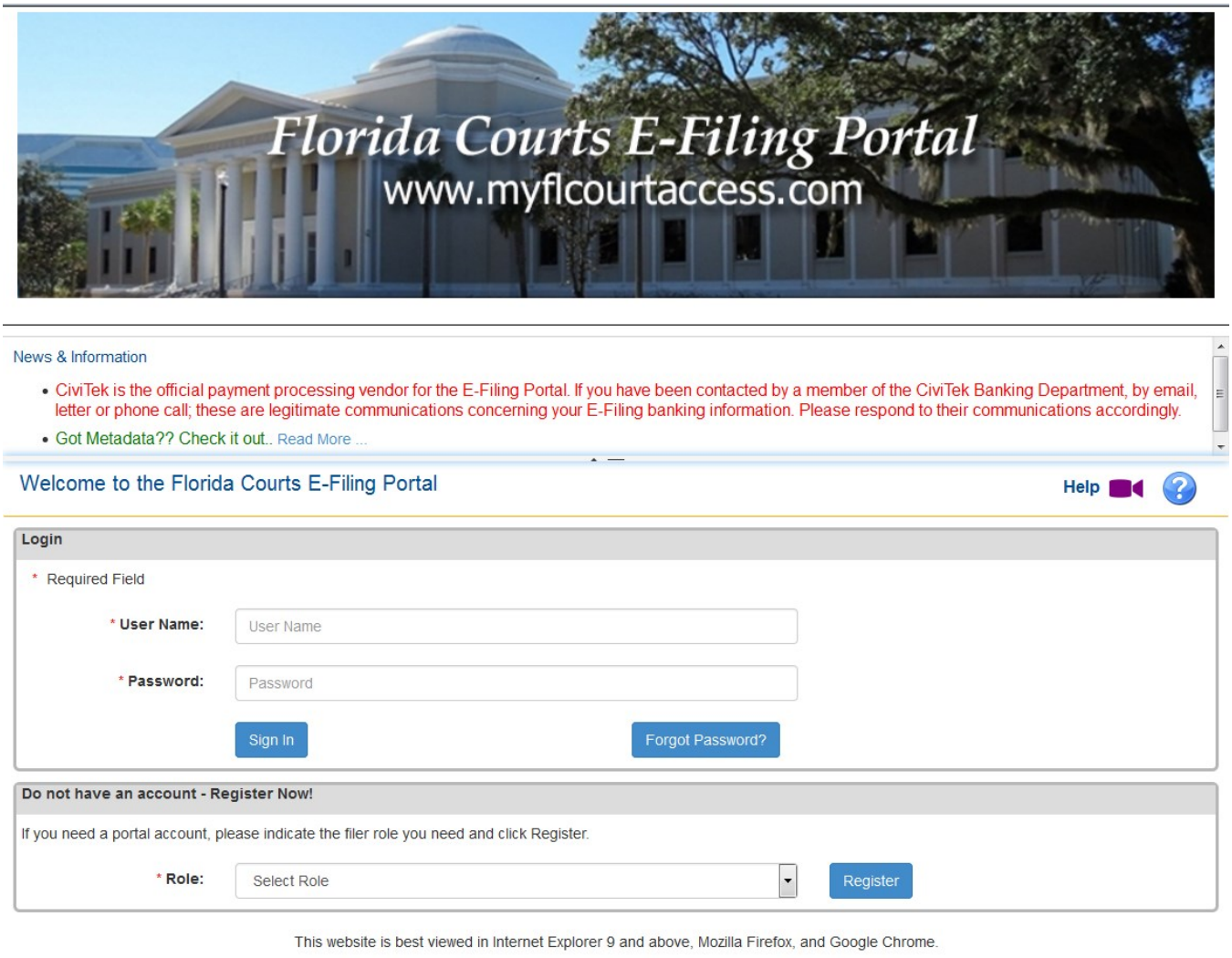
PORTAL ADMINISTRATOR DOCUMENTATION

Introduction

The purpose of this document is to provide you, the Administrator, with information necessary to manage your user's access, fee codes and schedules, rejection codes and work queues.
The Portal website allows users to register, login, submit filings and read news articles regarding E-Filing and E-Recording submitted by FCCC and the counties.
County Administrators can add users, affiliate the users with a county and a law firm, add new articles, manage users and articles, establish work queues, work on filings and recordings that have been submitted by users and reset passwords. Portal administrators also have access to reports.
FCCC Administrators can add county administrators, add users, add law firms, State Agencies, Local Agencies, Insurance Companies and affiliate the users with a county and a law firm, add new articles, manage users and articles, work on filings and recordings that have been submitted by users and reset passwords.
FCCC is also responsible for Branding pages for the county, enabling county E-Filing, establishing security roles and organization types.
Administration roles requires Silverlight be installed on the PC.
As with documentation for any new system being deployed, this document will be revised as necessary to reflect modifications and enhancements to the Portal.

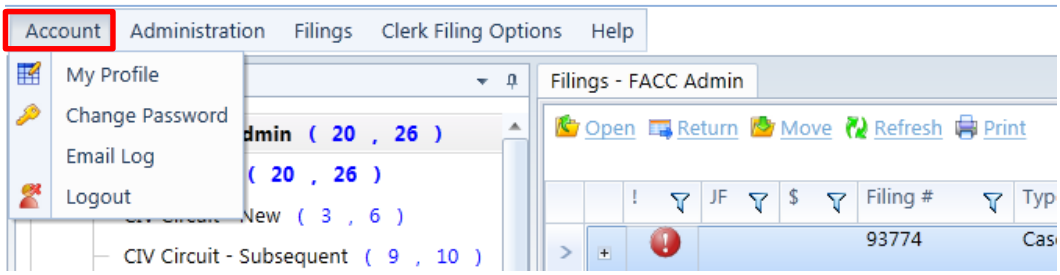
Logging in to the Portal

Administrators can access the Portal's log-in page, by typing the following URL into their web browser: www.myflcourtaccess.com.
Administrators do not register on the web site. Their initial profiles are created by FCCC. The new administrator must enter their **User Name** and **Password** and change their password on initial entry.


Florida Courts E-Filing Portal
www.myflcourtaccess.com
News & Information
CiviTek is the official payment processing vendor for the E-Filing Portal. If you have been contacted by a member of the CiviTek Banking Department, by email, letter or phone call; these are legitimate communications concerning your E-Filing banking information. Please respond to their communications accordingly.
Got Metadata?? Check it out.. Read More ...
Welcome to the Florida Courts E-Filing Portal
Help
Login
* Required Field
* User Name:
User Name
* Password:
Password
Sign In
Forgot Password?
Do not have an account - Register Now!
If you need a portal account, please indicate the filer role you need and click Register.
* Role:
Select Role
Register
This website is best viewed in Internet Explorer 9 and above, Mozilla Firefox, and Google Chrome.

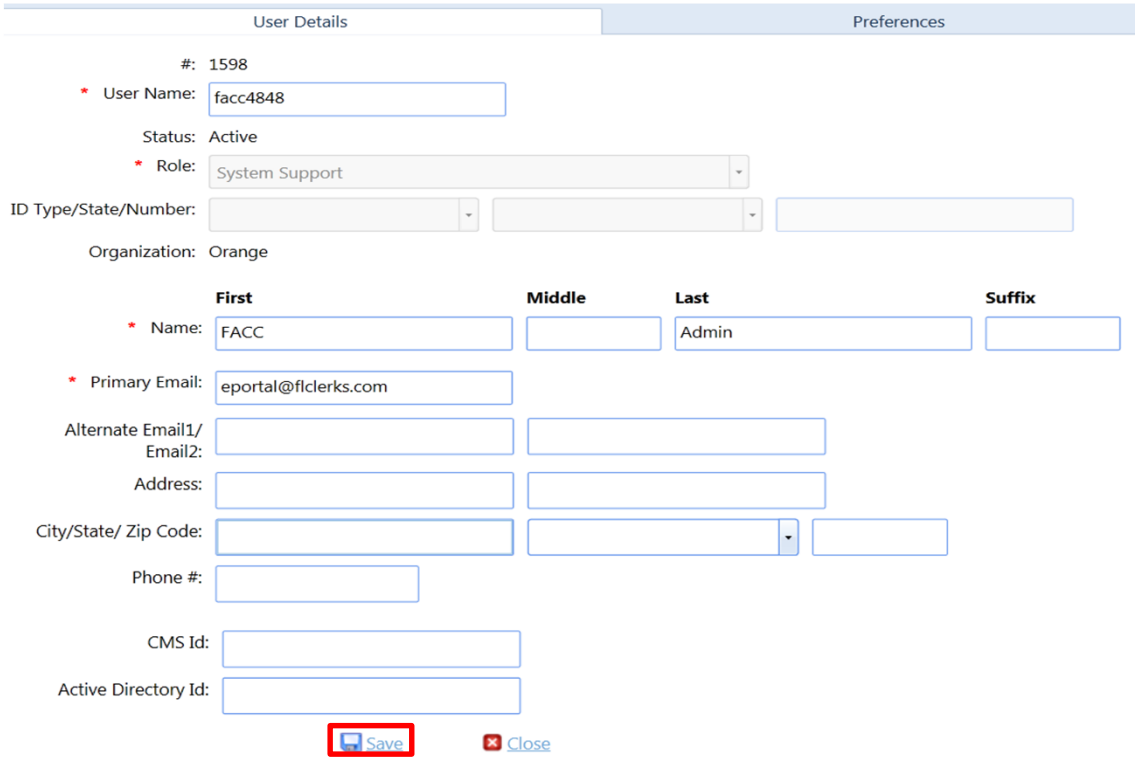
Account

The initial page displays the options available to the administrator: **Account, Administration and Filings, Clerk Filing Options and Help**. Selecting the Account option provides the user with three submenu options: My Profile, Change, Password, Email Log and Logout.



My Profile

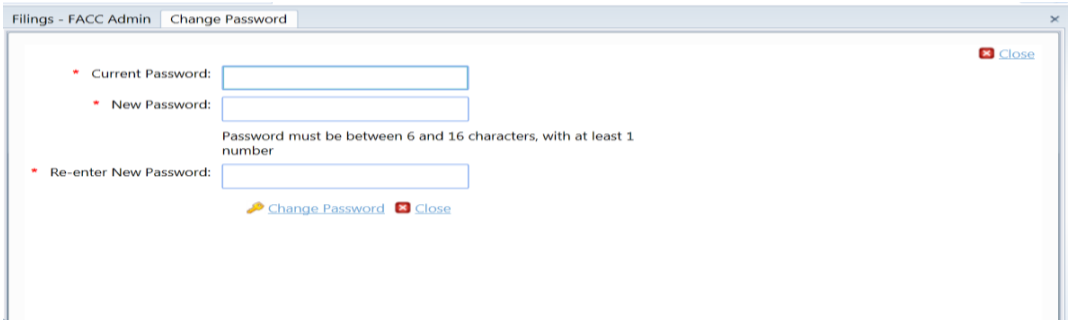
In **User Details**, under **My Profile**, users can update all information except, **Status, Role** and **Organization**. Click **Save** to save any changes. If you do not Save before your Close, your changes will not be retained.



The profile allows for three email addresses. The primary email address is required. Additional email addresses may be other email accounts for the user or the email account of the user's backup or supervisor. Email notifications will be sent to all email addresses listed.

Changing your Password

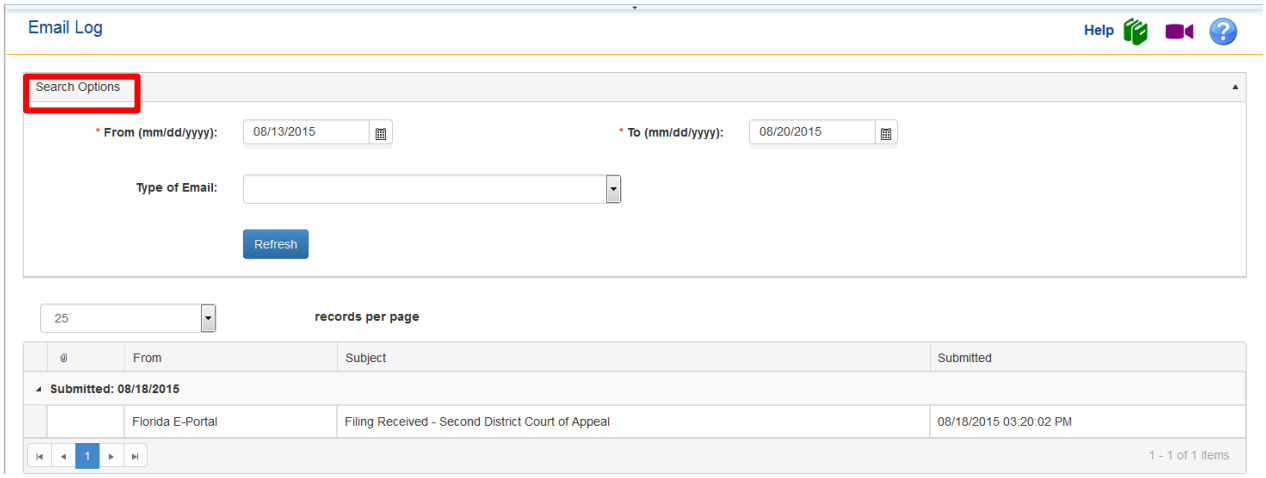
The **Change Password** menu option provides users with the ability to manage / change their password.



New passwords must meet the password criteria that are defined immediately below the **New Password** box which are 'between 6 and 16 characters with at least one number'.

Email Log

Your Email Log will take you to the E-Filer's side of the Portal and it will house all the email you receive if you are filing to the Portal. There are Search Options available to refine your search. These emails will remain in the Email Log for 90 days. These emails will be Filing Received, Filing, Processing Completed, Removal From Service List, Filing Moved to Pending Queue, Filing Filed for Judicial Review, E-service Email Delivery Failure and E-Service. They will also be received by you in your email provider.

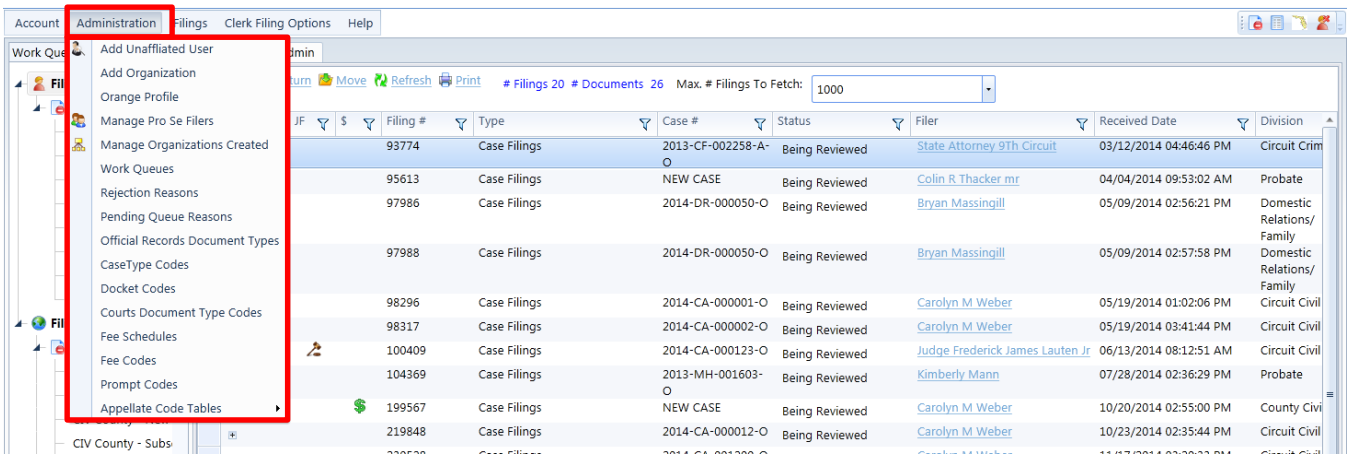


Administration

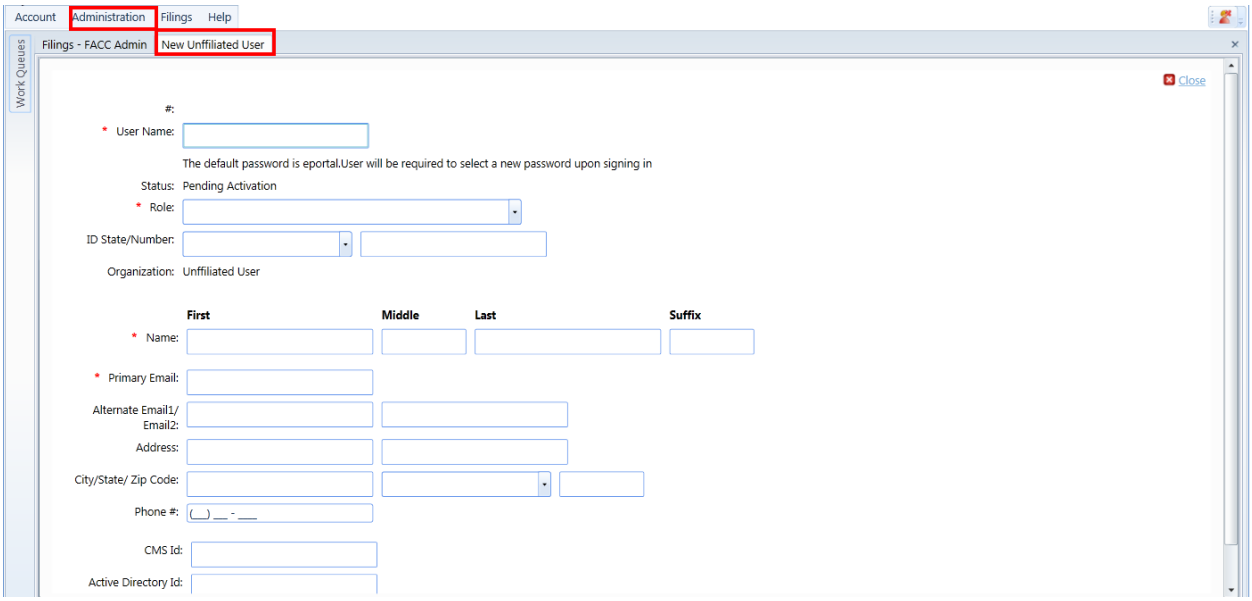
Add Unaffiliated User

The Administration menu option includes:

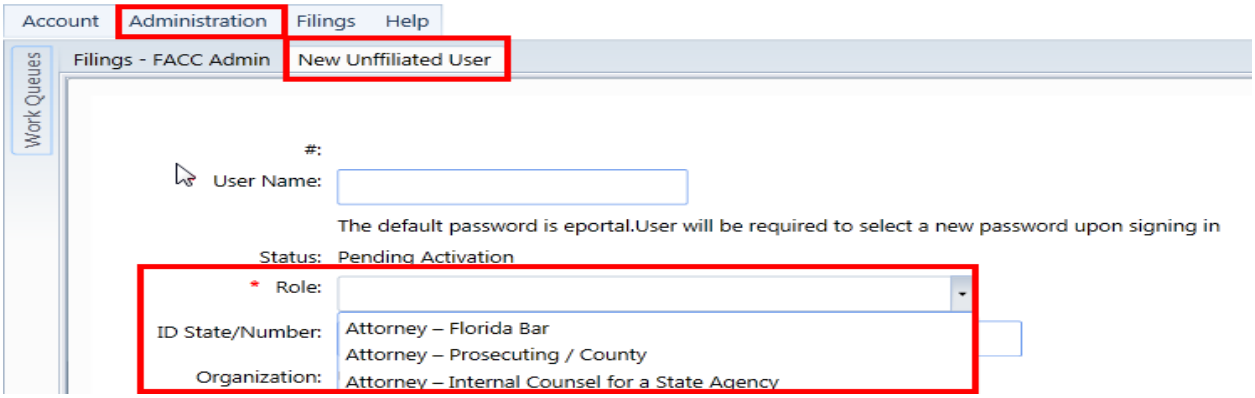
Add Unaffiliated User
Add Organization
County Profile
Manage Pro Se Filers
Manage Organizations Created
Work Queues
Rejection Reasons
Pending Queue/Filed for Judicial Review Reasons
Official Records Document Types
Case Type Codes
Docket Codes
Court Document Type Codes
Fee Schedules
Fee Codes
Prompt Codes
Appellate Code Tables.



The **Add Unaffiliated User** function gives the Portal administrator the ability to add a user that is not part of the county staff.



The Portal administrator can set the user to the defined roles establish within the Portal.

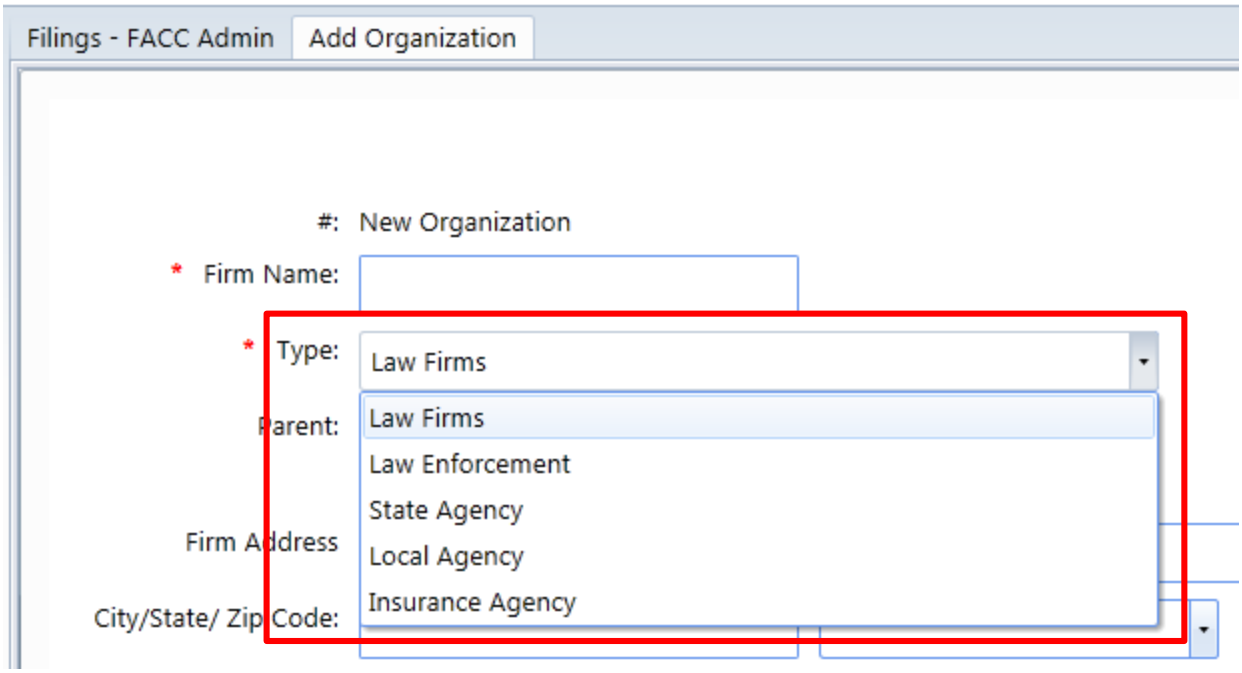


Add Organization

The Add Organization function gives the Portal administrator the ability to setup:

- Law Firm
- Law Enforcement Agency
- State Agency
- Local Agency
- Insurance Agency

as an Organization. This function allows the Portal administrator to setup an Organization Administrator that can add users specifically to that Organization. The Organization Administrator can add/delete users from the Organization and reset their passwords. For the Law Firm Organizations, options are available to add a registered E-Filer or new E-Filer, but the Law Firm Administrator must be an active member of The Florida Bar. The required fields are marked with a red asterisk.

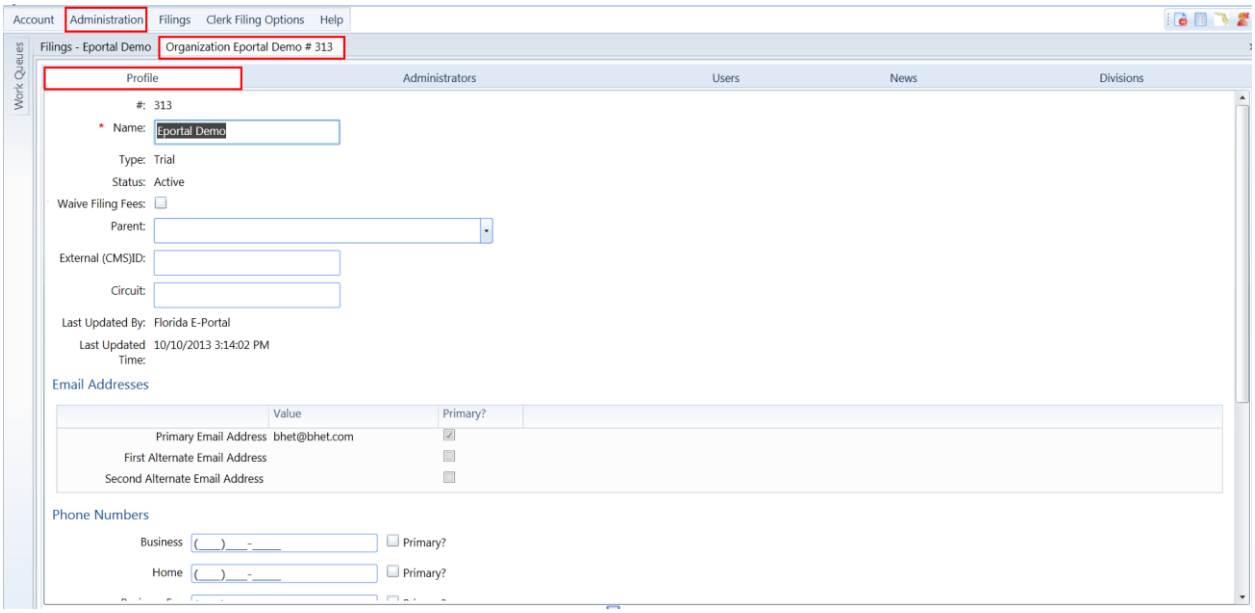


County Profile

Profile

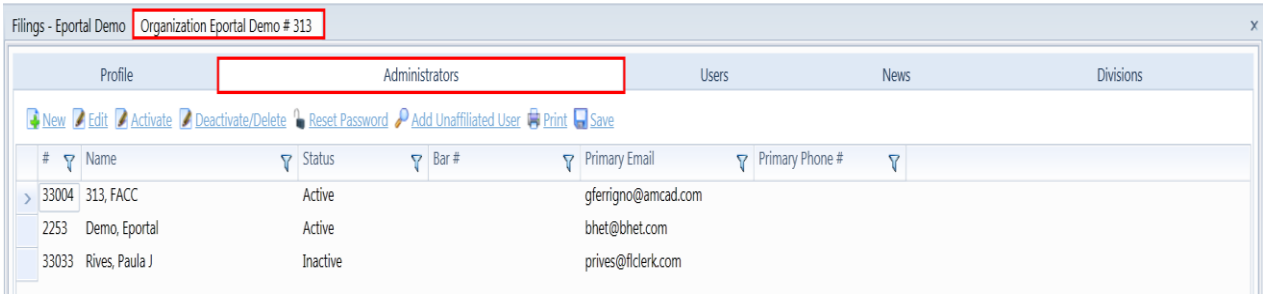
The title of this option appears as the county name (Columbia Profile, Holmes Profile, Santa Rosa Profile, etc). The option provides the Portal administrator with the ability to activate and deactivate the account, update the organization profile, add and update county administrators and users, enter county news items to be displayed on the county's Portal pages, and update the division E-Filing options. The administrator cannot change the profile number or organization type.

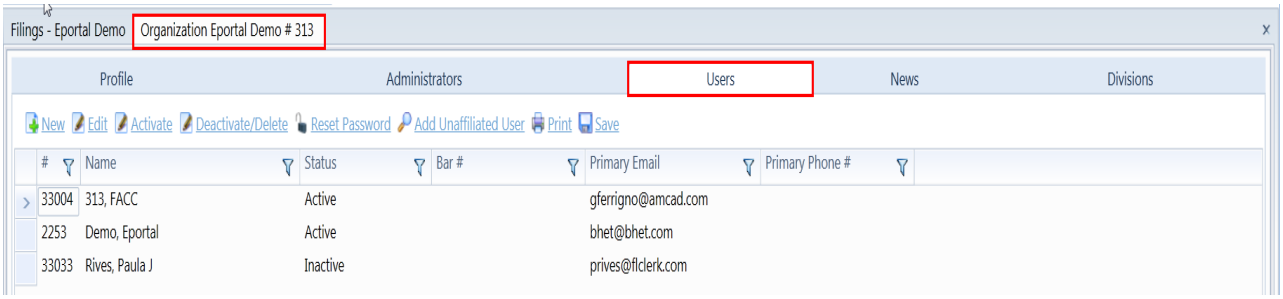
Within the Profile update screen the administrator can change addresses and phone numbers. This is also the place where the administrator can set the organization to allow for the waiver of filing fees.



Administrators

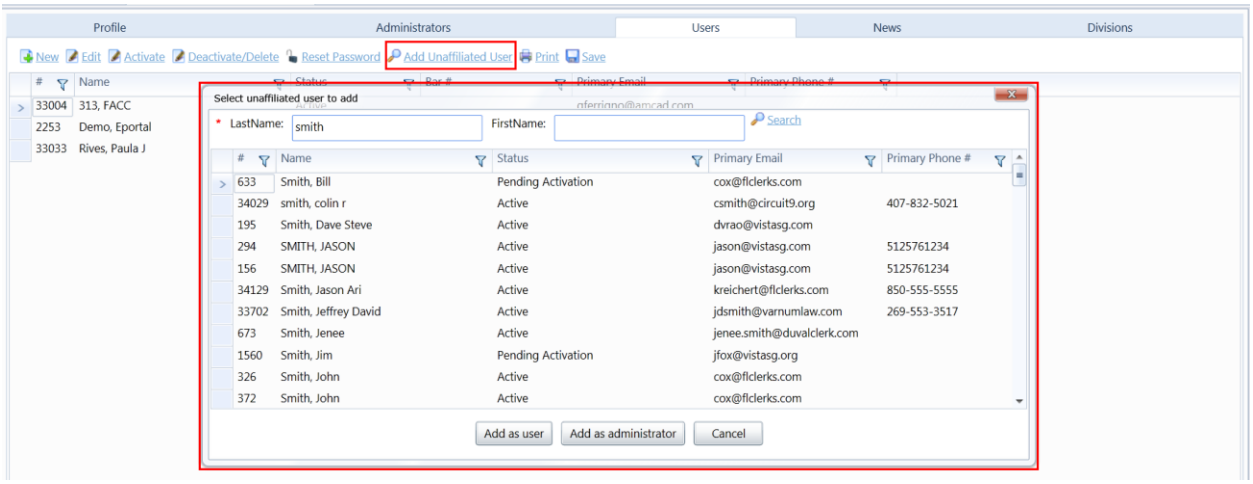
Click on the tab **Administrators** to view list of administrators for the county. The county may have one or multiple administrators. FCCC administrator establishes the initial administrator for the county. That county Portal administrator is encouraged to establish at least one other administrator as a backup to provide coverage for the county. Once the county's Portal administrator is active they are responsible for the county's account and user management.





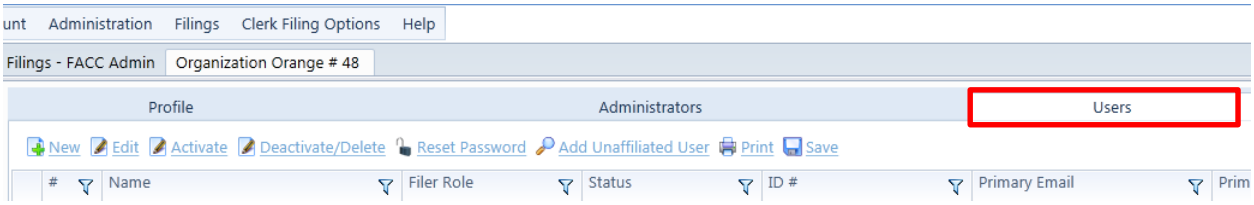
Local administrator functions include adding and updating users and administrators, activating and inactivating user accounts, resetting passwords, adding unaffiliated users to the organization, adding and updating news information for the Portal and updating division E-Filing selections.

An Unaffiliated user is one who has registered online and the organization affiliation has not been established. For instance, if a lawyer registered online and now belongs to this organization (law firm) then the local administrator can search for the user name and affiliate them with the organization.



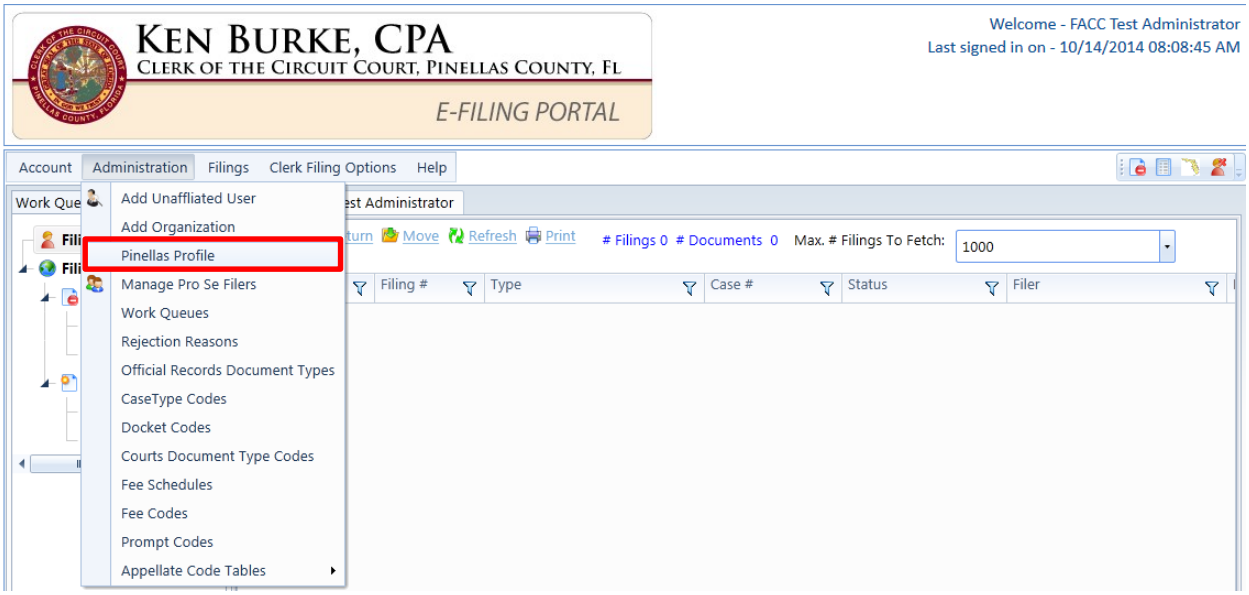
Users

This tab provides a list of County Users, their Filer Role, their Status and their Primary Email address. From this tab the Portal Administrator can add new users or edit user information. They can also deactivate a user or reset their password. From this tab the County Portal Administrator will manage the County users in the Portal.

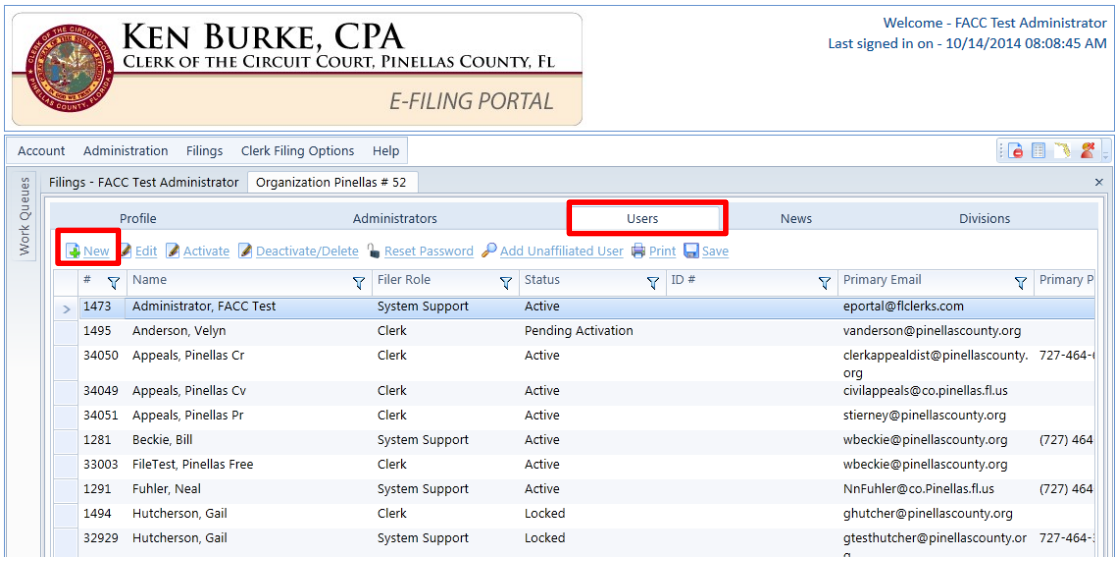


New Accounting Clerk Security Role

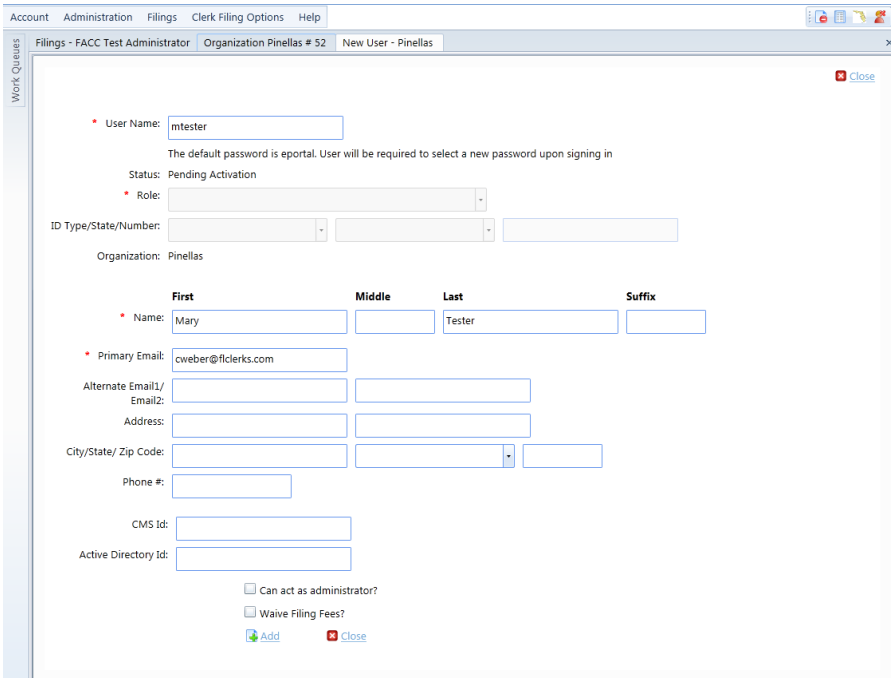
From the Administration Tab select your County Profile.



Next select the Users tab and click on **New**.

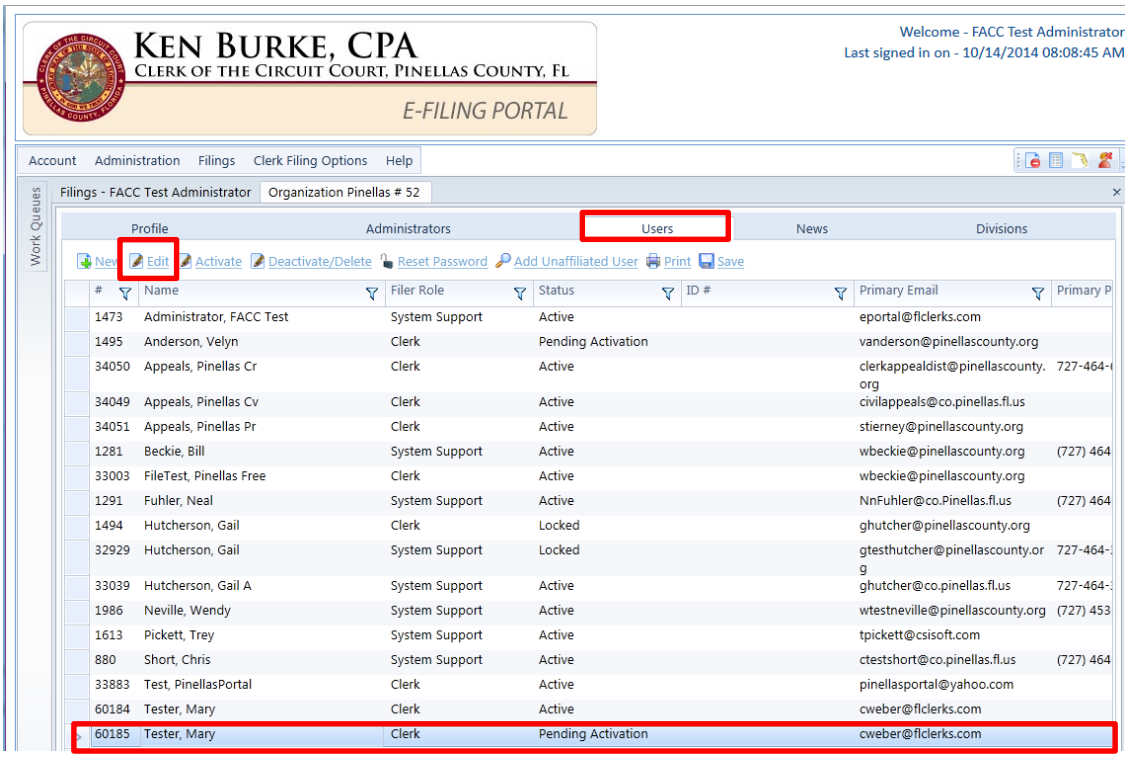

KEN BURKE, CPA
CLERK OF THE CIRCUIT COURT, PINELLAS COUNTY, FL
E-FILING PORTAL
Welcome - FACC Test Administrator
Last signed in on - 10/14/2014 08:08:45 AM
Account
Administration
Filings
Clerk Filing Options
Help
Work Queues
Filings - FACC Test Administrator
Organization Pinellas # 52
Profile
Administrators
Users
News
Divisions
New
Edit
Activate
Deactivate/Delete
Reset Password
Add Unaffiliated User
Print
Save
Name Filer Role Status ID # Primary Email Primary P
1473 Administrator, FACC Test System Support Active eportal@flclerks.com
1495 Anderson, Velyn Clerk Pending Activation vanderson@pinellascounty.org
34050 Appeals, Pinellas Cr Clerk Active clerkappealdist@pinellascounty.org 727-464-
34049 Appeals, Pinellas Cv Clerk Active civilappeals@co.pinellas.fl.us
34051 Appeals, Pinellas Pr Clerk Active stierney@pinellascounty.org
1281 Beckie, Bill System Support Active wbeckie@pinellascounty.org (727) 464
33003 FileTest, Pinellas Free Clerk Active wbeckie@pinellascounty.org
1291 Fuhler, Neal System Support Active NnFuhler@co.Pinellas.fl.us (727) 464
1494 Hutcherson, Gail Clerk Locked ghutcher@pinellascounty.org
32929 Hutcherson, Gail System Support Locked gtesthutcher@pinellascounty.or 727-464-

Complete the required fields as noted by a red asterisk.

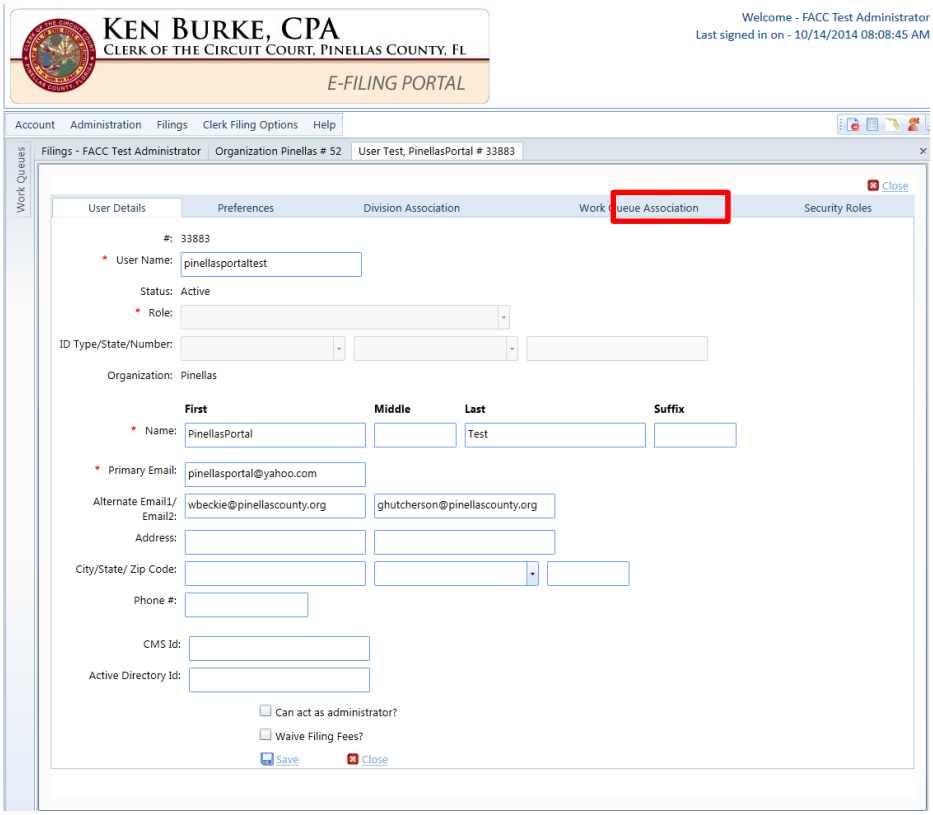


Then click on **Add** and then **Close**.

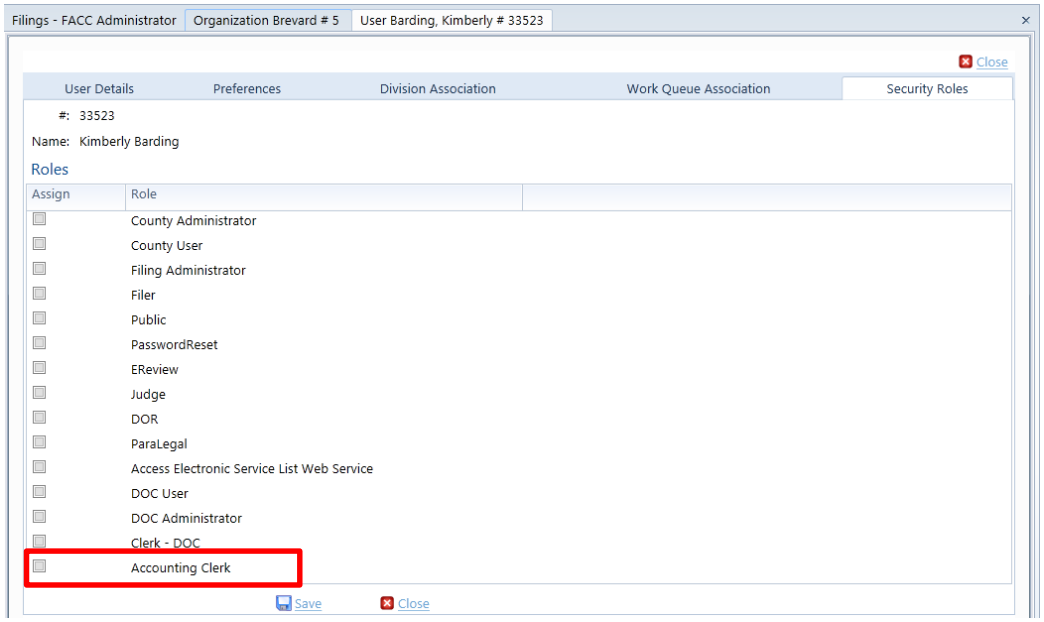
From the **Users** screen highlight the name of the person you just added. Then click on **Edit**.


KEN BURKE, CPA
CLERK OF THE CIRCUIT COURT, PINELLAS COUNTY, FL
E-FILING PORTAL
Welcome - FACC Test Administrator
Last signed in on - 10/14/2014 08:08:45 AM
Account
Administration
Filings
Clerk Filing Options
Help
Work Queues
Filings - FACC Test Administrator
Organization Pinellas # 52
Profile
Administrators
Users
News
Divisions
New
Edit
Activate
Deactivate/Delete
Reset Password
Add Unaffiliated User
Print
Save
Name Filer Role Status ID # Primary Email Primary P
1473 Administrator, FACC Test System Support Active eportal@flclerks.com
1495 Anderson, Velyn Clerk Pending Activation vanderson@pinellascounty.org
34050 Appeals, Pinellas Cr Clerk Active clerkappealdist@pinellascounty.org 727-464-
34049 Appeals, Pinellas Cv Clerk Active civilappeals@co.pinellas.fl.us
34051 Appeals, Pinellas Pr Clerk Active stierney@pinellascounty.org
1281 Beckie, Bill System Support Active wbeckie@pinellascounty.org (727) 464
33003 FileTest, Pinellas Free Clerk Active wbeckie@pinellascounty.org
1291 Fuhler, Neal System Support Active NnFuhler@co.Pinellas.fl.us (727) 464
1494 Hutcherson, Gail Clerk Locked ghutcher@pinellascounty.org
32929 Hutcherson, Gail System Support Locked gtesthutcher@pinellascounty.org 727-464-
33039 Hutcherson, Gail A System Support Active ghutcher@co.pinellas.fl.us 727-464-
1986 Neville, Wendy System Support Active wtestneville@pinellascounty.org (727) 453
1613 Pickett, Trey System Support Active tpickett@csisoft.com
880 Short, Chris System Support Active ctestshort@co.pinellas.fl.us (727) 464
33883 Test, PinellasPortal Clerk Active pinellasportal@yahoo.com
60184 Tester, Mary Clerk Active cweber@flclerks.com
60185 Tester, Mary Clerk Pending Activation cweber@flclerks.com

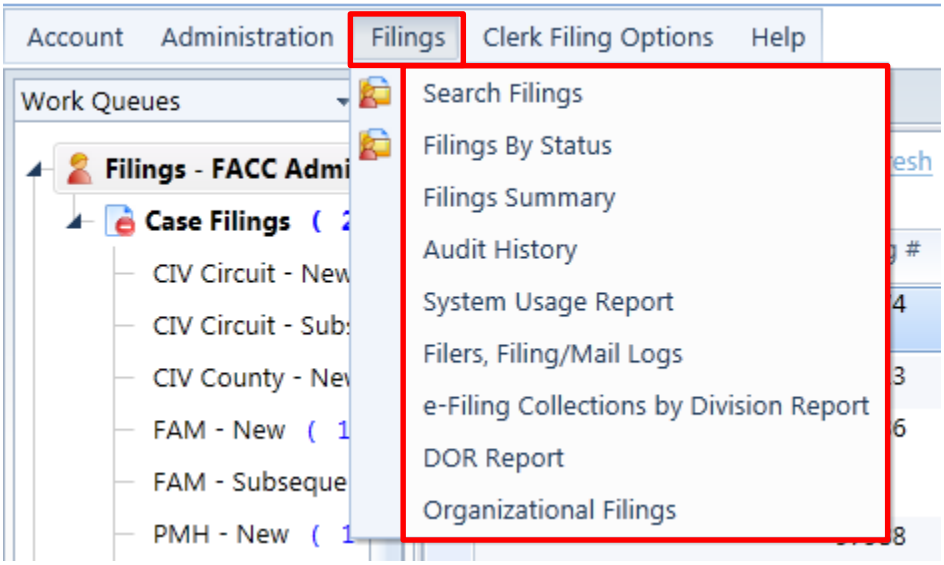
Then select the Security Roles tab.



Place a check in the Accounting Clerk box and then click on **Save** and then **Close**.

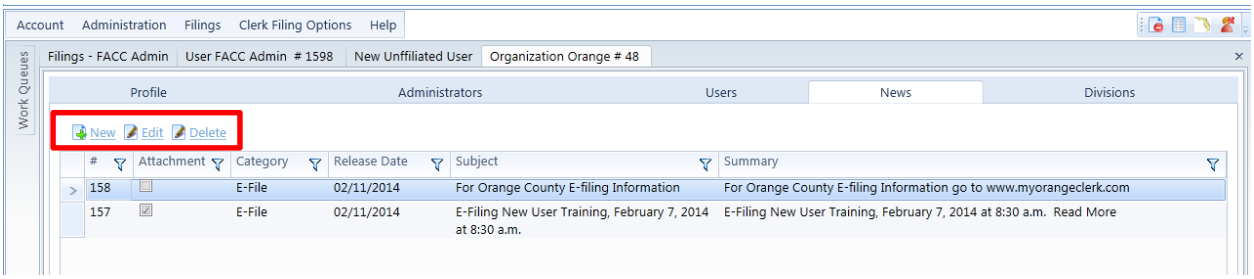


That Clerk will now have access to the Filings menu only.

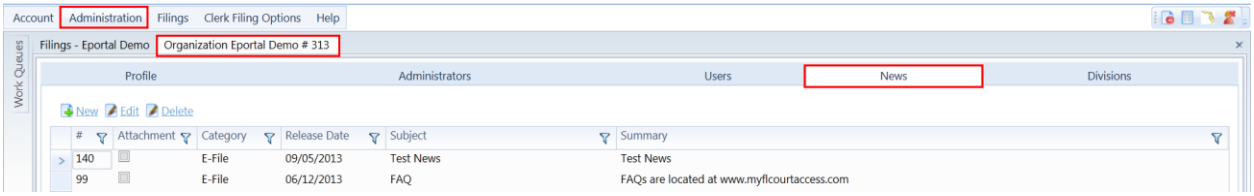


News

An organization may be authorized to post news items to the Portal. Typically this is limited to the Portal administrators and to FCCC Services Group.
The news item is displayed in the Portal for the filers when to are filing to your County.
The administrator can add news items, edit an existing news item or delete an item. The date the item was created or edited will appear next to the news item.

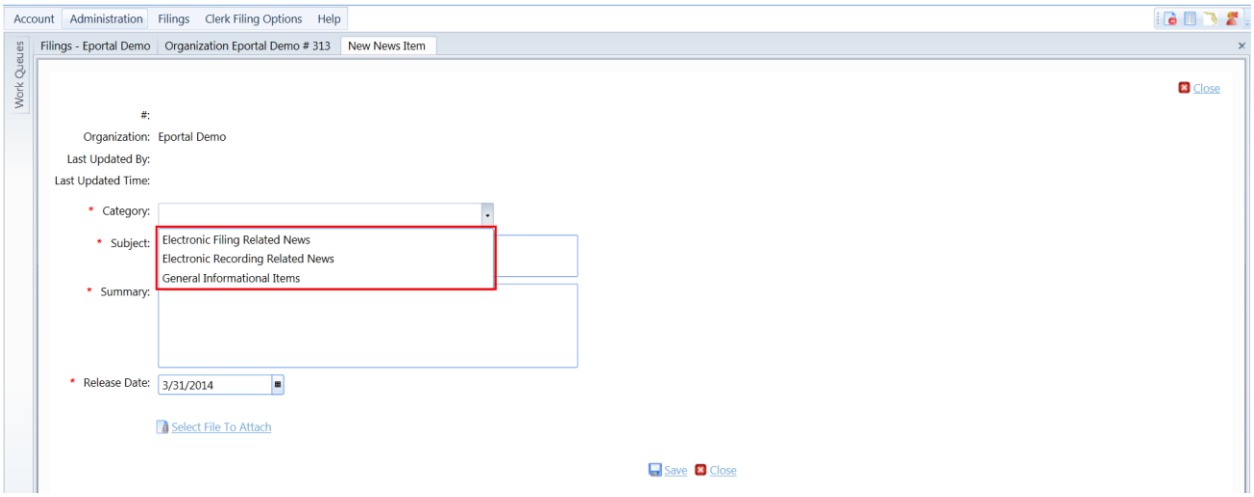


Where the news items display in the Portal is governed by the Category assigned to the item.
The subject is the brief message that is displayed on the Portal page. The summary is more in-depth information and is displayed when the user clicks on the news item. A document can be attached to the news item.
The release date is the date the news item will be displayed on the Portal. The news item will continue to display on the Portal until it is deleted.
FCCC news items are displayed for all filers to read. The county news items are displayed on county pages.



Category types

- Electronic Filing Related News -- Displayed in the Portal on pages related to Electronic Filing
- Electronic Recording Related News -- Displayed in the Portal on pages related to Electronic Recording
- General Information Items -- Displayed in the Portal on all pages



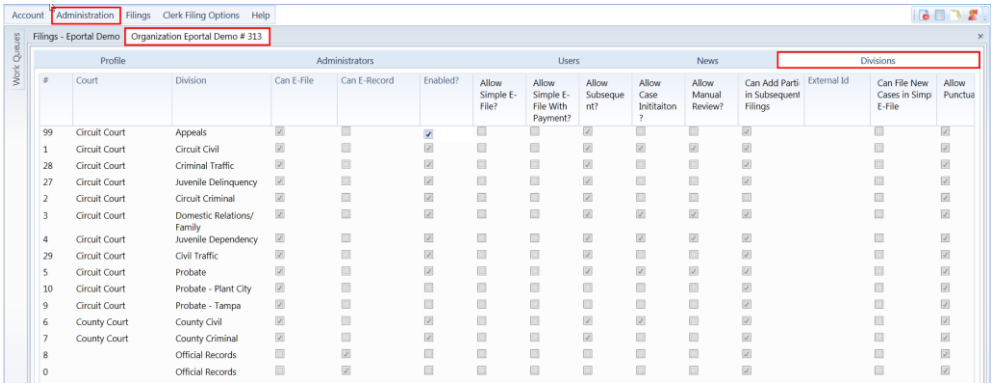
Divisions

This tab identifies the types of filings permitted for this organization.

Click on the check boxes in the row appropriate for the type of filing. Court Types and Divisions are established within the database and are available to all counties. The 'Enabled?' checkbox must be checked for the county to begin E-Recording or E-Filing.

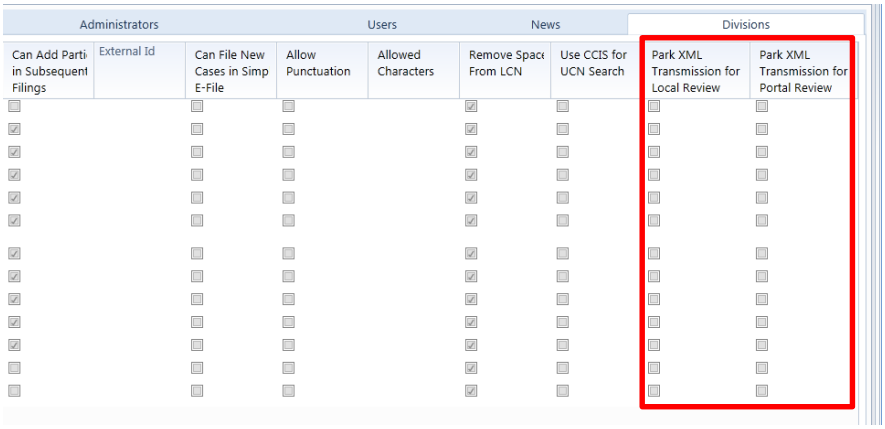
For a county to begin E-Filing Probate the FCCC Administrator must check the following checkboxes on the Circuit Court Probate row:

- Can E-File
- Can E-Record
- Enabled?
- Allow Simple E-File? (if the county allows Simple E-Filing for Probate)
- Allow Subsequent? (if the county allows E-Filing on existing Probate cases)
- Allow Case Initiation? (if the county allows E-Filing of New Cases for Probate)'
- Allow Manual Review? (if the county will not be using the Portal Review Client or another automated Review Client)


Account
Administration
Filings
Clerk Filing Options
Help
Filings - Eportal Demo
Organization Eportal Demo # 313
Work Queues
Profile
Administrators
Users
News
Divisions
Court Division Can E-File Can E-Record Enabled? Allow Simple E-File? Allow Simple E-File With Payment? Allow Subsequent? Allow Case Inititaiton ? Allow Manual Review? Can Add Parti in Subsequent Filings External Id Can File New Cases in Simp E-File Allow Punctua
99 Circuit Court Appeals
1 Circuit Court Circuit Civil
28 Circuit Court Criminal Traffic
27 Circuit Court Juvenile Delinquency
2 Circuit Court Circuit Criminal
3 Circuit Court Domestic Relations/ Family
4 Circuit Court Juvenile Dependency
29 Circuit Court Civil Traffic
5 Circuit Court Probate
10 Circuit Court Probate - Plant City
9 Circuit Court Probate - Tampa
6 County Court County Civil
7 County Court County Criminal
8 Official Records
0 Official Records

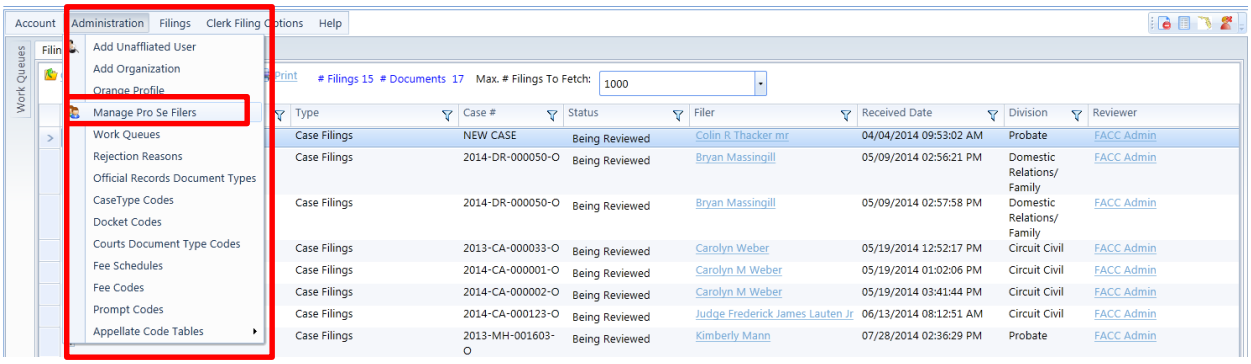
Divisions Continued:

- Can Add Party in Subsequent Filings (gives the filer the ability to add additional parties on existing cases)
- External ID (this is not used by all CMS, your vendor will be able to explain if this is needed)
- Can File New Cases in Simple E-File (if the county allows New Case for Simple E-File)
- Allow Punctuation (allow punctuation into the CMS)
- Allowed Characters (what characters the local CMS will accept)
- Remove Spaces From LCN (removes spaces from the local case number)
- Use CCIS for UCN Search (CCIS is used on case validation)
- Park/Unpark XML Transmission for Local Review (hold submissions **by division** while local system is down and then allow submissions to come in to Local Review when local system is available)
- Park/Unpark XML Transmission for Portal Review (hold submissions **by division** while local system is down and then allow submissions to complete filing process in CMS when local system is available)

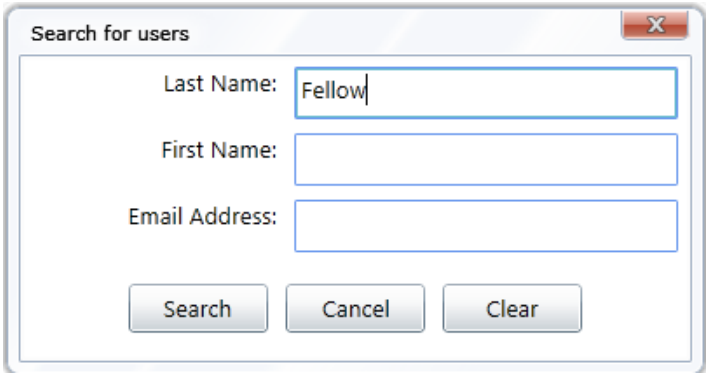


Manage Pro Se Filers

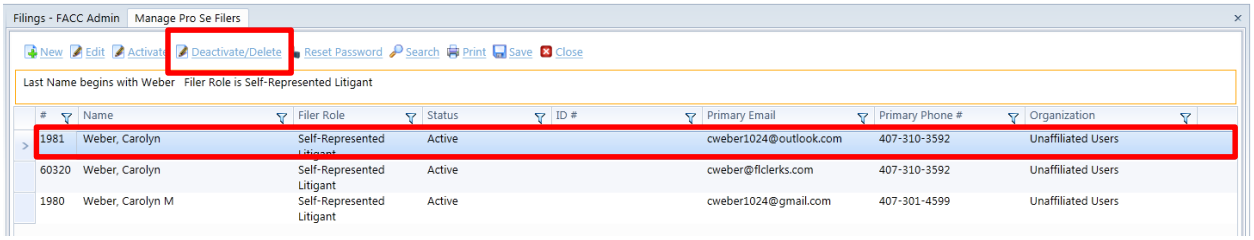
This will allow the County Portal Administrator to manage the Pro Se filers in their County.


Account
Administration
Filings
Clerk Filing Options
Help
Add Unaffiliated User
Add Organization
Orange Profile
Manage Pro Se Filers
Work Queues
Rejection Reasons
Official Records Document Types
CaseType Codes
Docket Codes
Courts Document Type Codes
Fee Schedules
Fee Codes
Prompt Codes
Appellate Code Tables
Filings 15 # Documents 17 Max. # Filings To Fetch: 1000
Type
Case #
Status
Filer
Received Date
Division
Reviewer
Case Filings NEW CASE Being Reviewed Colin R Thacker mr 04/04/2014 09:53:02 AM Probate FACC Admin
Case Filings 2014-DR-000050-O Being Reviewed Bryan Massingill 05/09/2014 02:56:21 PM Domestic Relations/ Family FACC Admin
Case Filings 2014-DR-000050-O Being Reviewed Bryan Massingill 05/09/2014 02:57:58 PM Domestic Relations/ Family FACC Admin
Case Filings 2013-CA-000033-O Being Reviewed Carolyn Weber 05/19/2014 12:52:17 PM Circuit Civil FACC Admin
Case Filings 2014-CA-000001-O Being Reviewed Carolyn M Weber 05/19/2014 01:02:06 PM Circuit Civil FACC Admin
Case Filings 2014-CA-000002-O Being Reviewed Carolyn M Weber 05/19/2014 03:41:44 PM Circuit Civil FACC Admin
Case Filings 2014-CA-000123-O Being Reviewed Judge Frederick James Lauten Jr 06/13/2014 08:12:51 AM Circuit Civil FACC Admin
Case Filings 2013-MH-001603-O Being Reviewed Kimberly Mann 07/28/2014 02:36:29 PM Probate FACC Admin

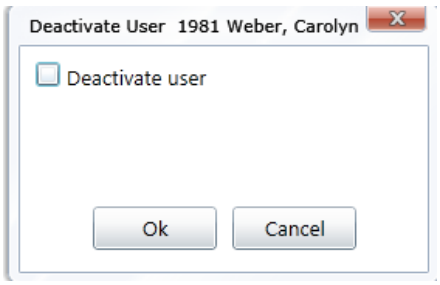
Search for the Pro Se filer you wish to locate by typing in the last name and then click on Search.



The County Portal Administrator will be able to Deactivate the Pro Se filer's account if necessary by selecting the account and then selecting Deactivate from the Menu Bar.


Filings - FACC Admin
Manage Pro Se Filers
New
Edit
Activate
Deactivate/Delete
Reset Password
Search
Print
Save
Close
Last Name begins with Weber Filer Role is Self-Represented Litigant
Name Filer Role Status ID # Primary Email Primary Phone # Organization
1981 Weber, Carolyn Self-Represented Litigant Active cweber1024@outlook.com 407-310-3592 Unaffiliated Users
60320 Weber, Carolyn Self-Represented Litigant Active cweber@flclerks.com 407-310-3592 Unaffiliated Users
1980 Weber, Carolyn M Self-Represented Litigant Active cweber1024@gmail.com 407-301-4599 Unaffiliated Users

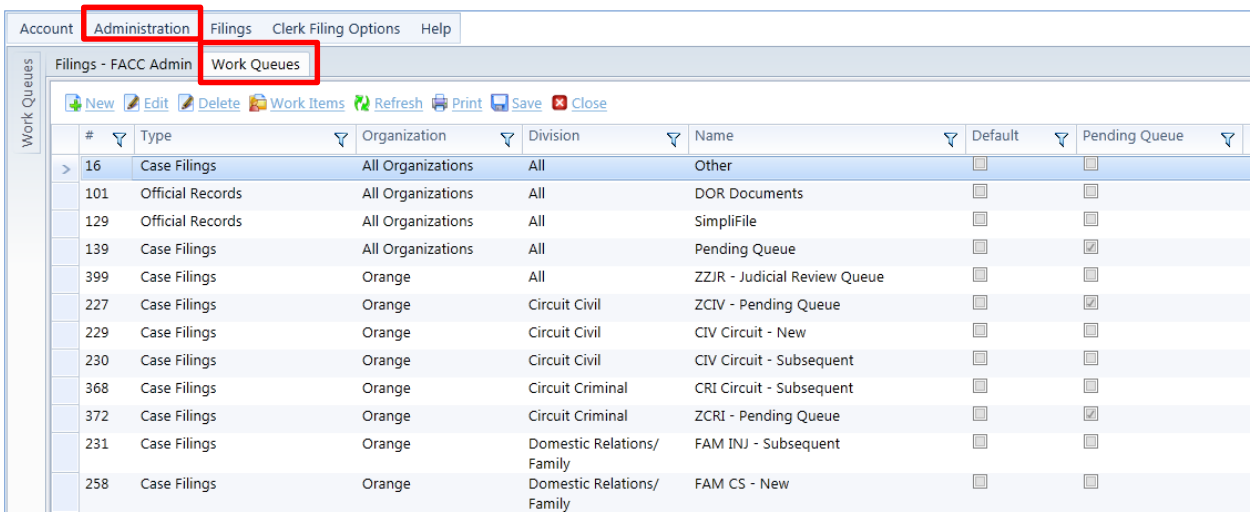
Once Deactivate is selected a dialog box will appear



Select ‘Deactivate User’ and say **OK**. The Pro Se filer will no longer be able to file using that User Name and Password.

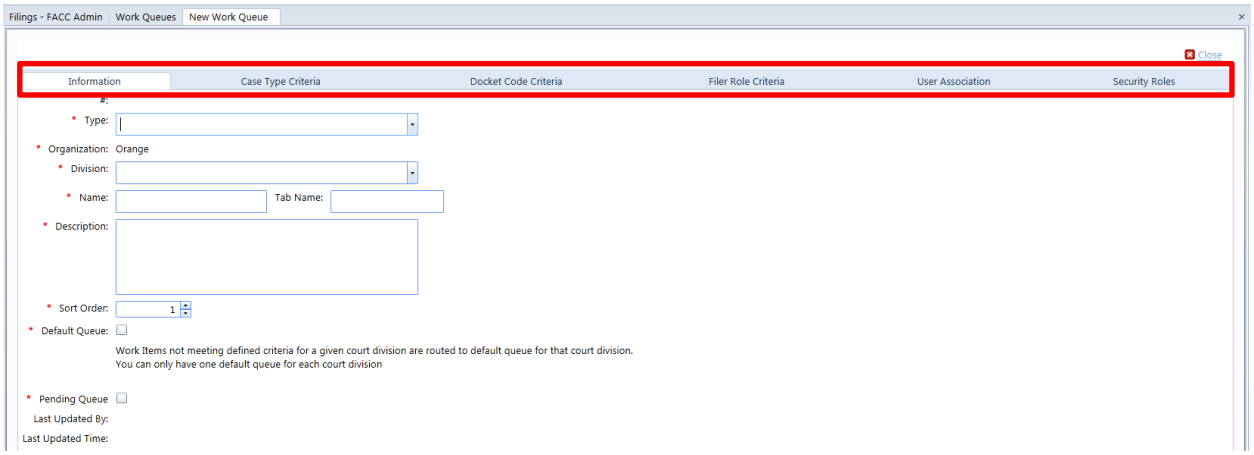
Work Queues

Work queues can be created in the Work Queues section under the Administration tab.


Account
Administration
Filings
Clerk Filing Options
Help
Work Queues
Filings - FACC Admin
Work Queues
New
Edit
Delete
Work Items
Refresh
Print
Save
Close
Type Organization Division Name Default Pending Queue
16 Case Filings All Organizations All Other
101 Official Records All Organizations All DOR Documents
129 Official Records All Organizations All SimpliFile
139 Case Filings All Organizations All Pending Queue
399 Case Filings Orange All ZZJR - Judicial Review Queue
227 Case Filings Orange Circuit Civil ZCIV - Pending Queue
229 Case Filings Orange Circuit Civil CIV Circuit - New
230 Case Filings Orange Circuit Civil CIV Circuit - Subsequent
368 Case Filings Orange Circuit Criminal CRI Circuit - Subsequent
372 Case Filings Orange Circuit Criminal ZCRI - Pending Queue
231 Case Filings Orange Domestic Relations/ Family FAM INJ - Subsequent
258 Case Filings Orange Domestic Relations/ Family FAM CS - New

Work queues can be created, edited or deleted from this tab. If a new Work Queue is created you will be able to add the following information:

1. Information
2. Case Type Criteria
3. Docket Code Criteria
4. Filer Role Criteria
5. User Association
6. Security Roles

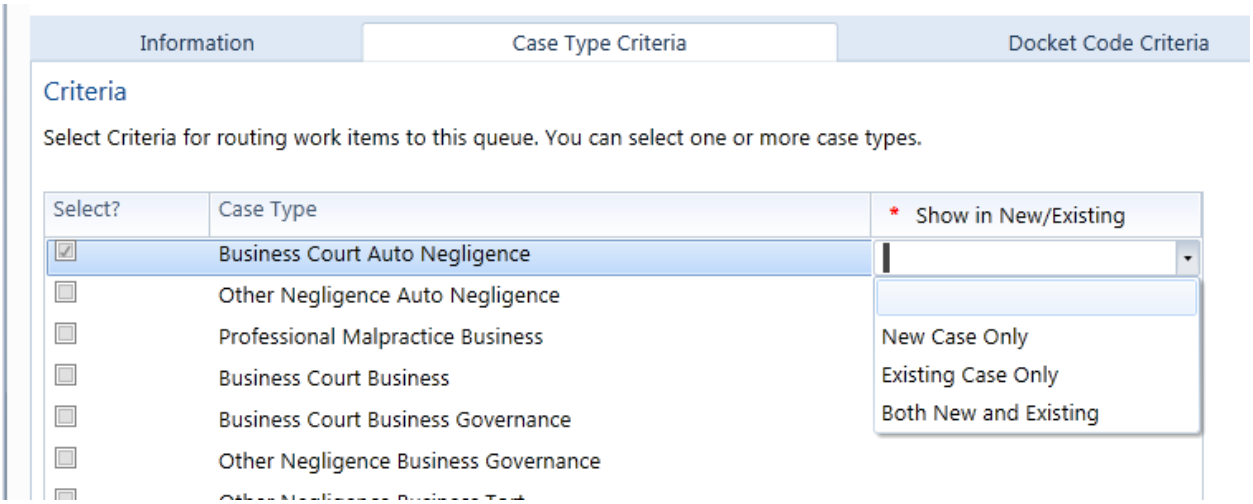


Information

Select the type of Work Queue you are creating, either Official Records or Case Type and then select the Division you are creating the Work Queue for. The name the Work Queue and provide a brief description. If you do not want all of the submissions to go to this new Work Queue, do NOT select Default Queue. Leave that option blank. This click on Save and Close.

Case Type Criteria

Depending on the Division you selected above, the Case Type Criteria will appear. Select the Case Types that apply and then select whether to show in New Case Only, Existing Case Only or Both New and Existing Case.



Docket Code Criteria

To route specific docket codes to a Work Queue, select this tab and select one or more docket codes that would be sent to this Work Queue.

Filer Role Criteria

Allow the County Portal Administrator to select the filer roles associated with the specific Work Queue. If you would like to set up a Work Queue for the Self-Represented Litigants, you can do so by associated only the filer role of Self-Represented Litigant to a Work Queue created to handle documents filed only by a Self-Represented Litigant.

User Association

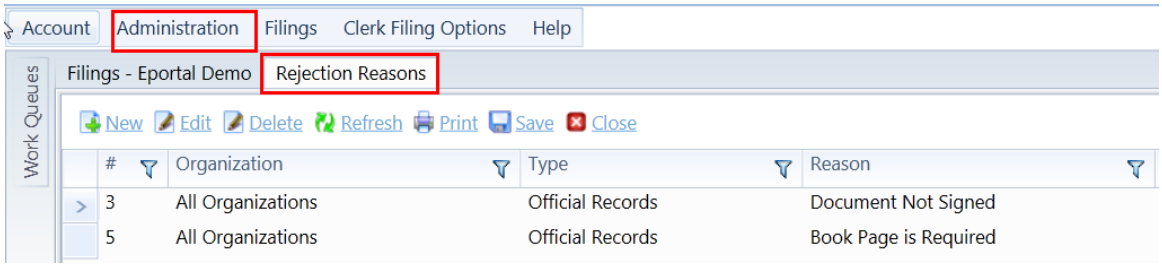
Allow the County Portal Administrator to select Users that will be able to work a specific Work Queue.

Security Roles

Select the Security Roles that control access to Work Queue items. Users that are granted the security roles selected will be able to access work items from this queue.

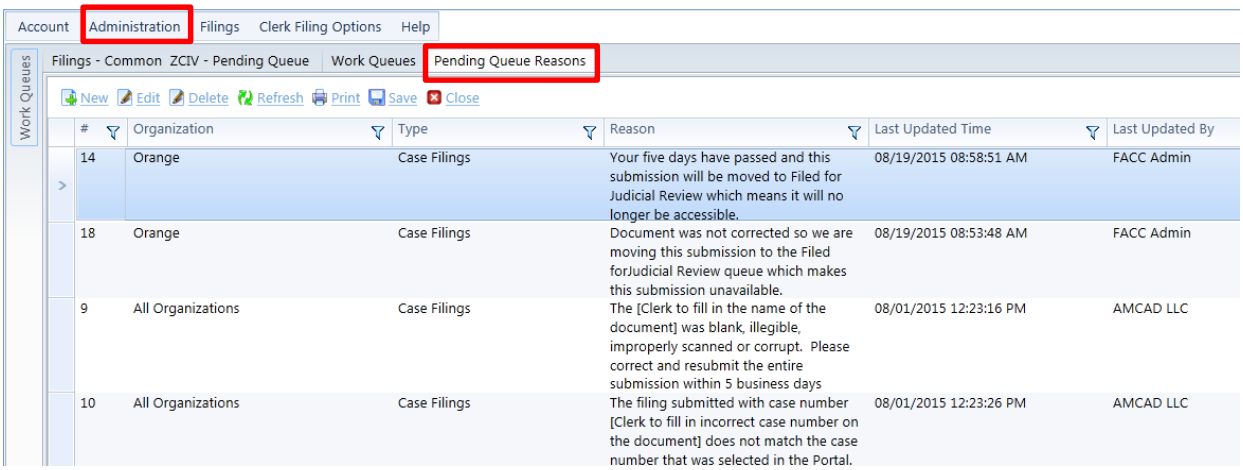
Rejection Reasons

Rejection Reasons are only used for Official Records. The Portal administrators have the ability to setup, delete and edit rejection reasons for the reviewer to pick from. These rejection reasons will be relayed back to the user that filed the official record by the document has been rejected.

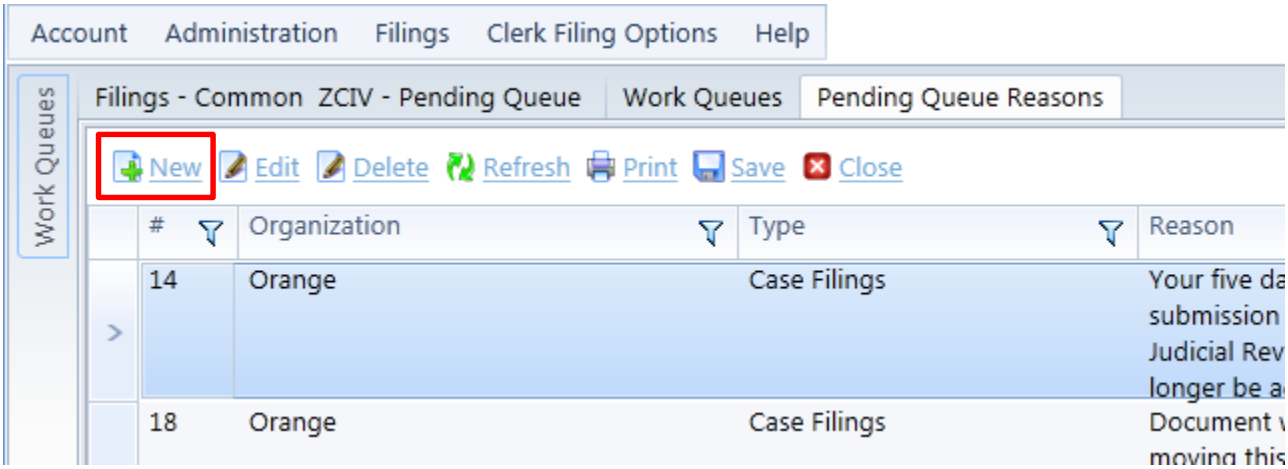


Pending Queue and Filed for Judicial Review Reasons

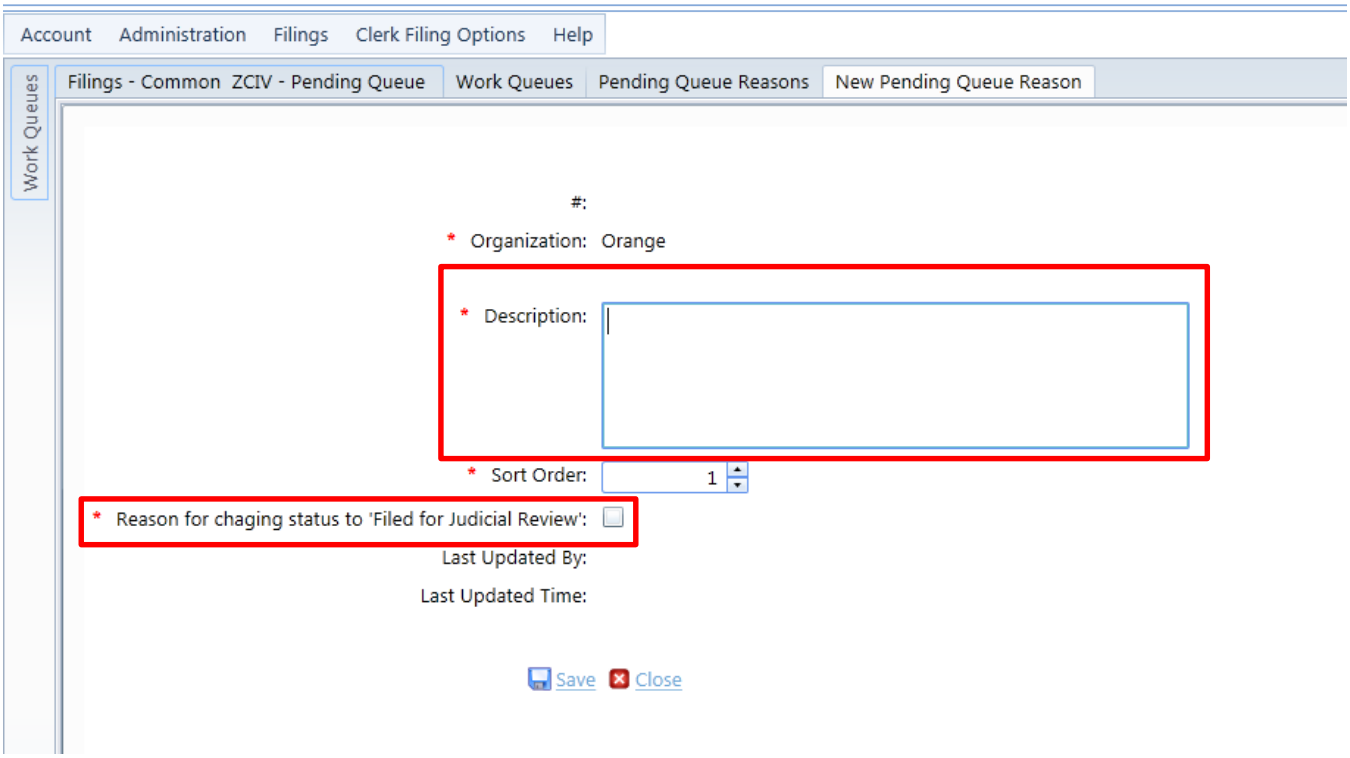
As a County Administrator you can create customized reasons why a document has been moved to the Pending Queue or the Filed for Judicial Review Queue. These reasons will appear in a drop down and allow the Reviewer to select the appropriate reason and edit that reason if necessary.


Account
Administration
Filings
Clerk Filing Options
Help
Work Queues
Filings - Common ZCIV - Pending Queue
Work Queues
Pending Queue Reasons
New
Edit
Delete
Refresh
Print
Save
Close
Organization Type Reason Last Updated Time Last Updated By
14 Orange Case Filings Your five days have passed and this submission will be moved to Filed for Judicial Review which means it will no longer be accessible. 08/19/2015 08:58:51 AM FACC Admin
18 Orange Case Filings Document was not corrected so we are moving this submission to the Filed forJudicial Review queue which makes this submission unavailable. 08/19/2015 08:53:48 AM FACC Admin
9 All Organizations Case Filings The [Clerk to fill in the name of the document] was blank, illegible, improperly scanned or corrupt. Please correct and resubmit the entire submission within 5 business days 08/01/2015 12:23:16 PM AMCAD LLC
10 All Organizations Case Filings The filing submitted with case number [Clerk to fill in incorrect case number on the document] does not match the case number that was selected in the Portal. 08/01/2015 12:23:26 PM AMCAD LLC

To create a new Pending Queue reason or a Filed for Judicial Review reason click on **New** on the menu bar.



Complete the Description and if the reason is for changing the status to Filed for Judicial Review place a check in the box. If it for the Pending Queue, do not check the box.



Then click on **Save** and then **Close**.

Filed for Judicial Review

A county now has the ability to opt in to a process that will move files that are in the Pending Queue to the Filed for Judicial Review Queue in bulk. A task has been created to run nightly at 1:00 A.M. This task will change the status of any filing in the Pending Queue for longer than five days to Filed for Judicial Review and send out an email to the filer. This task will run seven days a week. The County

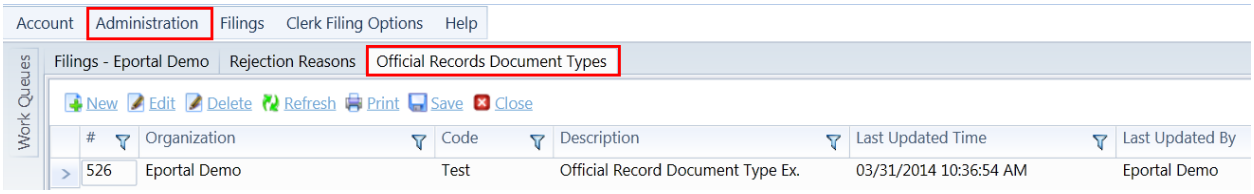
may specify the default reason for moving a filing to the Filed for Judicial Review Queue by following the above instructions in the Pending Queue Reasons section. This will move all submissions that are in the Pending Queue for longer than five days. To opt in to this process, contact the Service Desk.

Official Records Document Types

The Official Records Document Types are used in conjunction with the E-Recording process of the Portal. E-Recording is the process pertaining to the recording of official documents electronically by the Department of Revenue (DOR) and Simplifile. The codes on these records must match with the codes provided in the file sent to the Portal by DOR and Simplifile. Adding, removing and changing should be coordinated with DOR and Simplifile to ensure proper processing of the file.

When selecting this option the administrator is presented with a list of established Official Records document types.

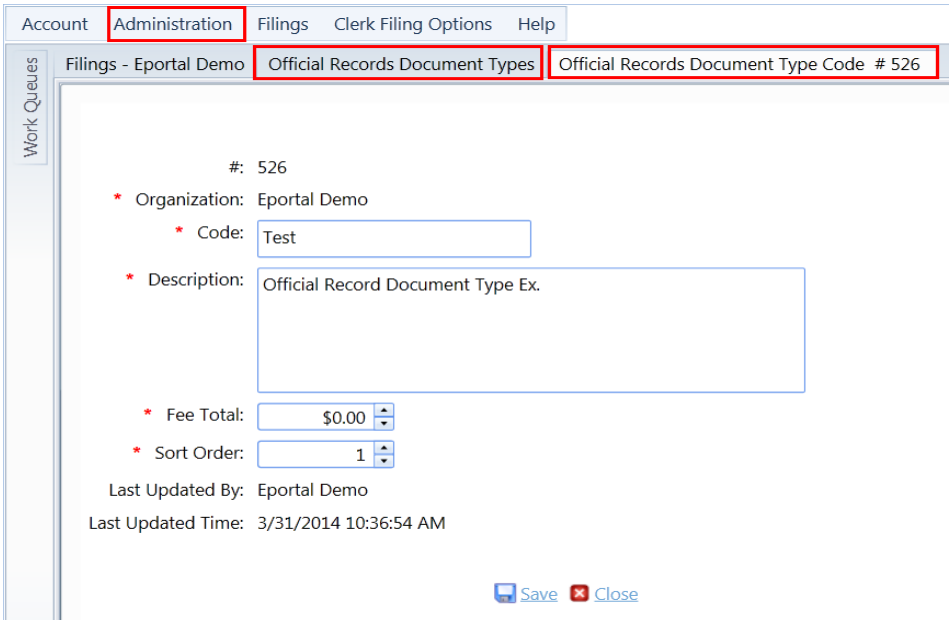
The administrator can create new document types, update or delete existing types.



The document type is only available for the county (organization) identified on the documentation type record.

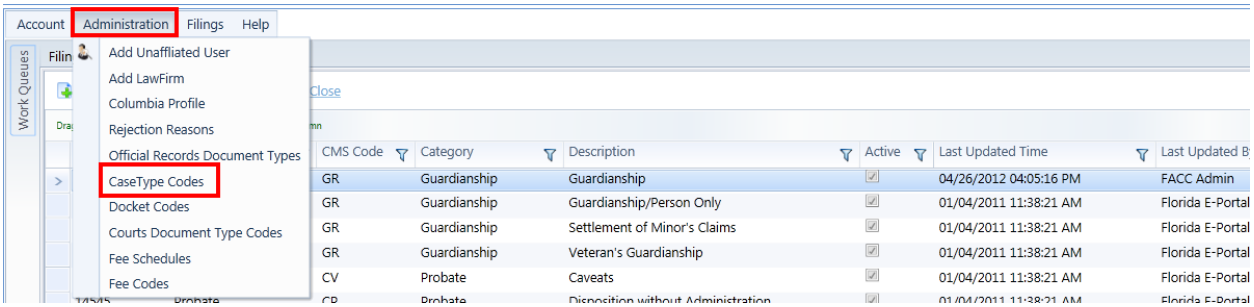
If a fee is to be charged when this document type is submitted to the county, the fee amount is entered on the document type record.

The Code field is used when eRecords are moved into the Clericus ORI database. Only counties using Clericus ORI for their official records will utilize this field.

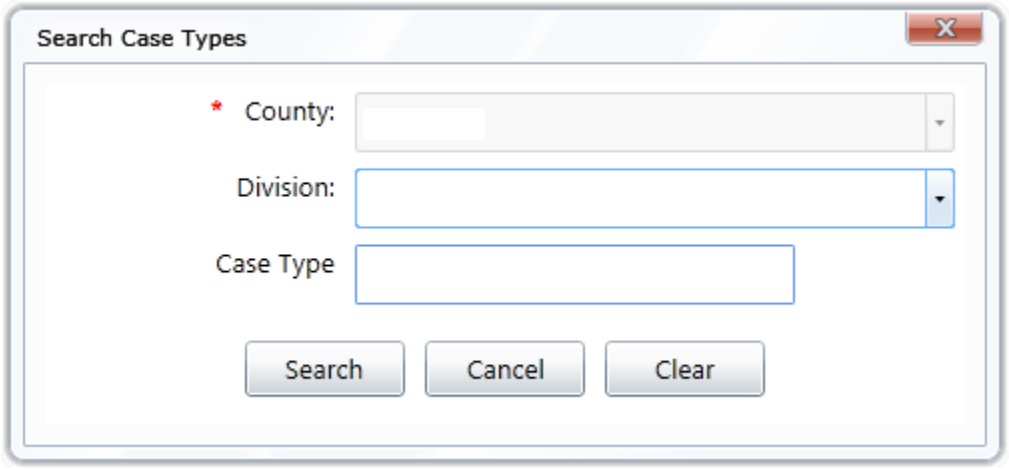


Case Type Codes

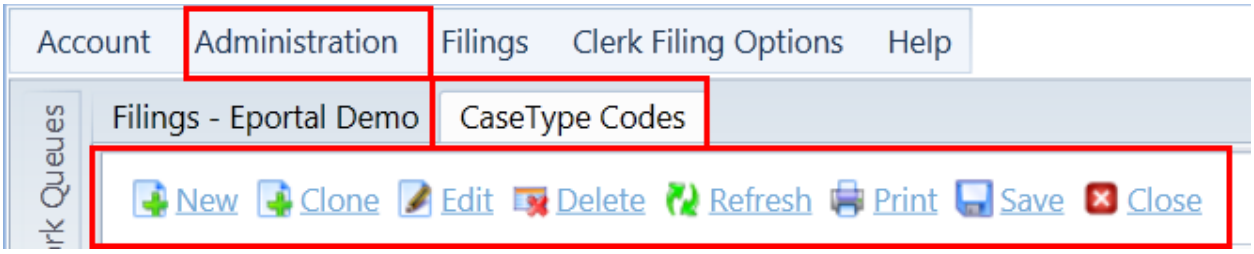
The Case Type Codes provide a list of all the filing types and case types codes used on the Portal. Case Type Codes are codes the drive the filer interface. These codes display the case type codes, filing types, parties, and document types. These are all configured to give the filer the information needed to prepare a filing.



The Portal administrator has the ability to search by a specific division or all divisions.



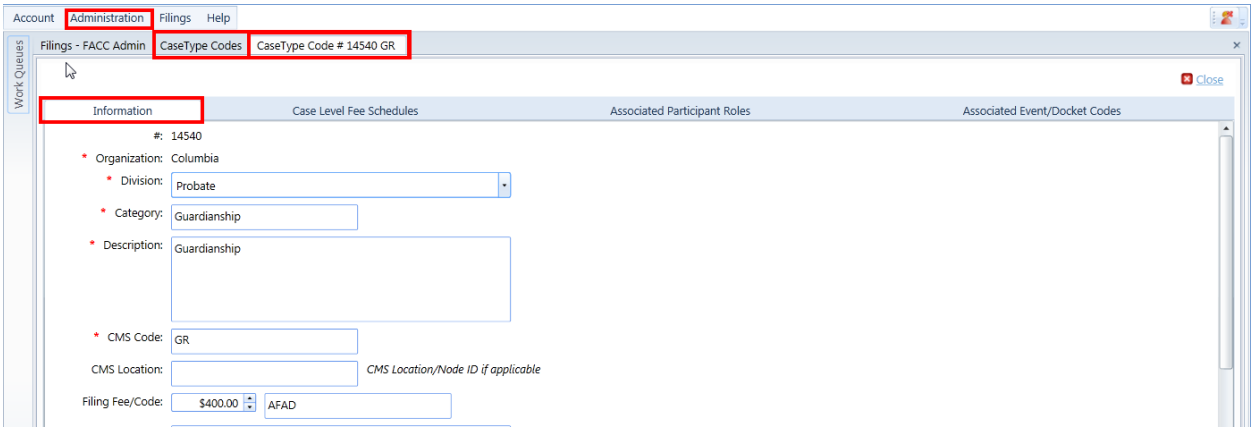
The Portal administrator has the ability to add, delete, edit, clone, print, and export all case type codes. When codes are altered, you will need to use the refresh function.



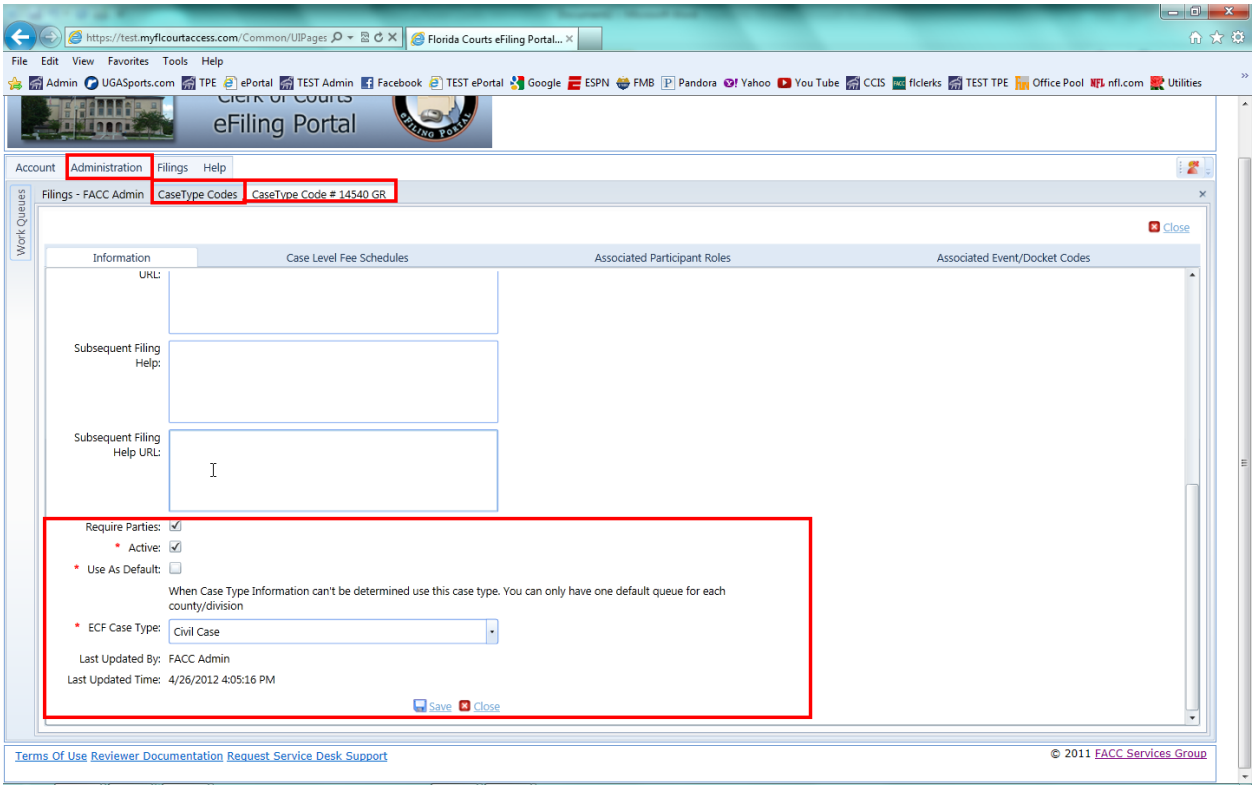
Within a specific case type code, you have the ability to update Information, Case Level Fee Schedules, Associated Participant Roles and Associated Event/Docket Codes.

Information

The Portal administrator can update information on the specific case type. This includes division, category, description and codes.

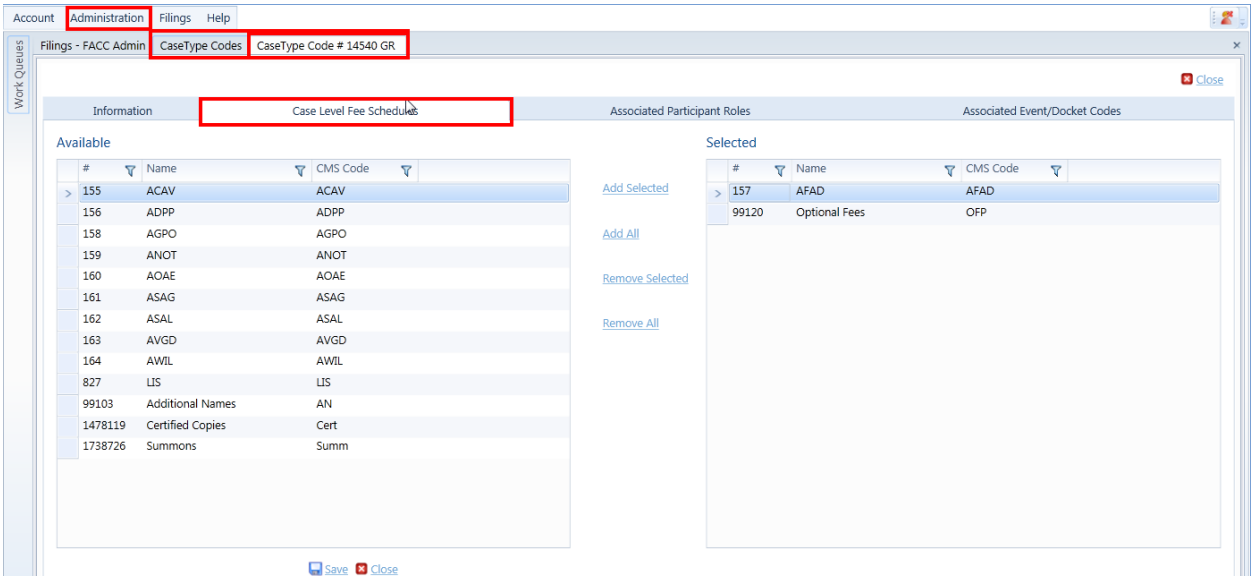


The Portal administrator also has the ability to establish if parties are required, the code is active, use as default (this case type will be picked if the case number is not validated in the search), ECF Case Type (determines the type of ECF case type)



Case Level Fee Schedules

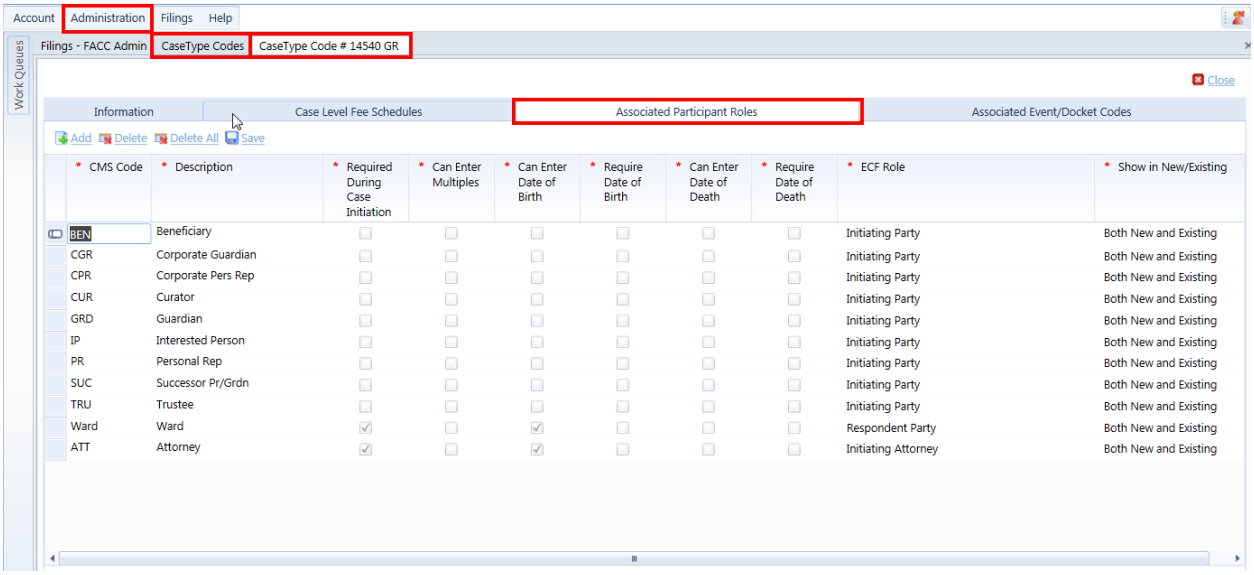
The Case Level Fee Schedule gives the Portal administrator the ability to configure the filing fees for the filing type. These codes are setup in the Fee Schedules section. This section only lets the Portal administrator associate the Fee Schedule to the case type code.



Associated Participant Roles

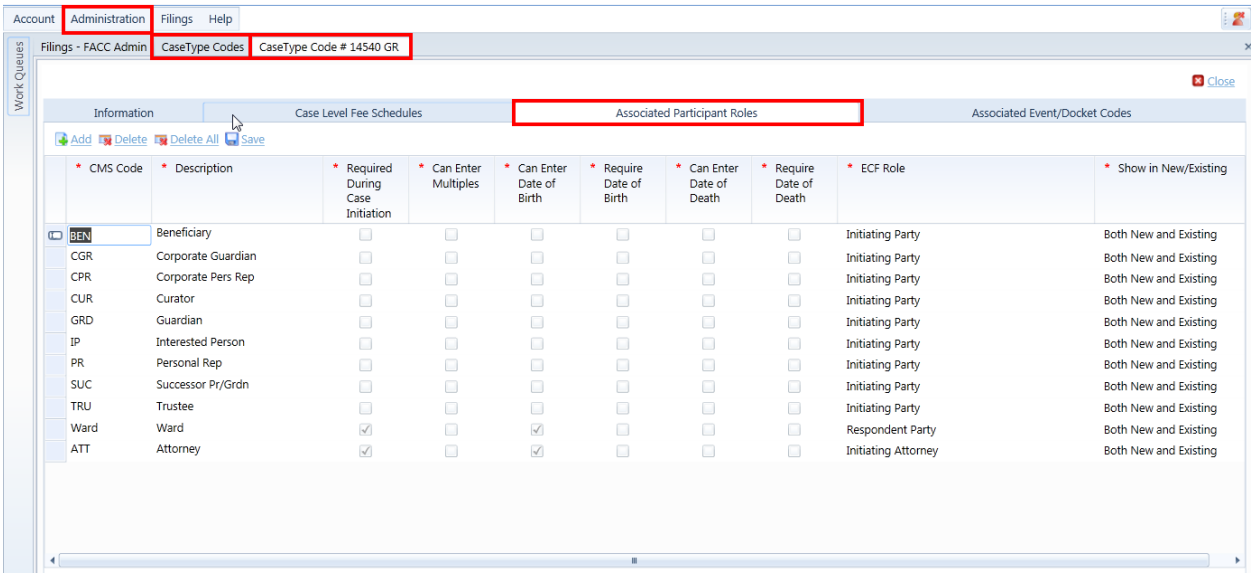
The function gives the Portal administrator the capability to add/delete parties to a specific filing type.

- CMS Code (party code used by local CMS)
- Description (party name)
- Required During Case Initiation (party is required for new case)
- Can Enter Multiple (ability to add more than one party)
- Can Enter Date of Birth (ability to add the date of birth)
- Require Date of Birth (date of birth is required for this filing type)
- Can Enter Date of Death (ability to add Date of Death)
- Require Date of Death (date of death is required for this filing type)
- ECF Role (type of party)
- Show in New/Existing (ability to make party only in new, existing, or both types of case filings)

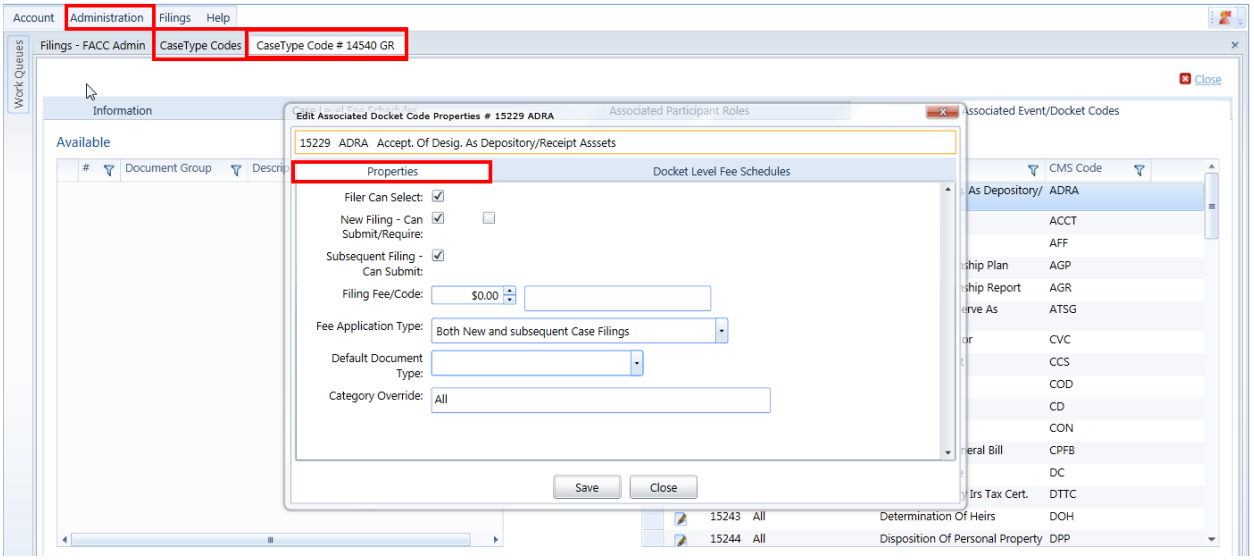

Account
Administration
Filings
Help
Filings - FACC Admin
CaseType Codes
CaseType Code # 14540 GR
Work Queues
Close
Information
Case Level Fee Schedules
Associated Participant Roles
Associated Event/Docket Codes
Add
Delete
Delete All
Save
* CMS Code
* Description
* Required During Case Initiation
* Can Enter Multiples
* Can Enter Date of Birth
* Require Date of Birth
* Can Enter Date of Death
* Require Date of Death
* ECF Role
* Show in New/Existing
BEN Beneficiary Initiating Party Both New and Existing
CGR Corporate Guardian Initiating Party Both New and Existing
CPR Corporate Pers Rep Initiating Party Both New and Existing
CUR Curator Initiating Party Both New and Existing
GRD Guardian Initiating Party Both New and Existing
IP Interested Person Initiating Party Both New and Existing
PR Personal Rep Initiating Party Both New and Existing
SUC Successor Pr/Grdn Initiating Party Both New and Existing
TRU Trustee Initiating Party Both New and Existing
Ward Ward Respondent Party Both New and Existing
ATT Attorney Initiating Attorney Both New and Existing

Associated Event/Docket Codes

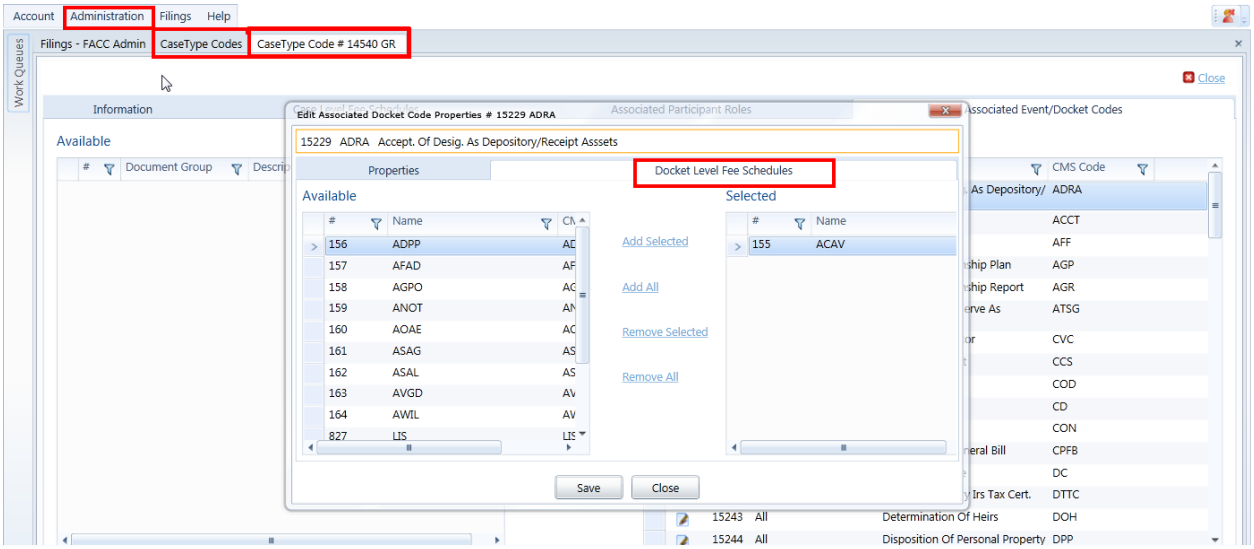
This gives the Portal administrator the ability to add specific docket codes to a specific case type/filing type. Docket codes cannot be created here; they can only be associated to the filing type.


Account
Administration
Filings
Help
Filings - FACC Admin
CaseType Codes
CaseType Code # 14540 GR
Work Queues
Close
Information
Case Level Fee Schedules
Associated Participant Roles
Associated Event/Docket Codes
Add
Delete
Delete All
Save
* CMS Code
* Description
* Required During Case Initiation
* Can Enter Multiples
* Can Enter Date of Birth
* Require Date of Birth
* Can Enter Date of Death
* Require Date of Death
* ECF Role
* Show in New/Existing
BEN Beneficiary Initiating Party Both New and Existing
CGR Corporate Guardian Initiating Party Both New and Existing
CPR Corporate Pers Rep Initiating Party Both New and Existing
CUR Curator Initiating Party Both New and Existing
GRD Guardian Initiating Party Both New and Existing
IP Interested Person Initiating Party Both New and Existing
PR Personal Rep Initiating Party Both New and Existing
SUC Successor Pr/Grdn Initiating Party Both New and Existing
TRU Trustee Initiating Party Both New and Existing
Ward Ward Respondent Party Both New and Existing
ATT Attorney Initiating Attorney Both New and Existing

If docket codes have additional fees or only need to be filed on specific types of filings, the Portal administrator has the ability to update the document code. By clicking on the associated docket code, the Portal administrator can edit the docket code to reflect the proper fee. They also have the ability to make the docket code available on new or existing case only.

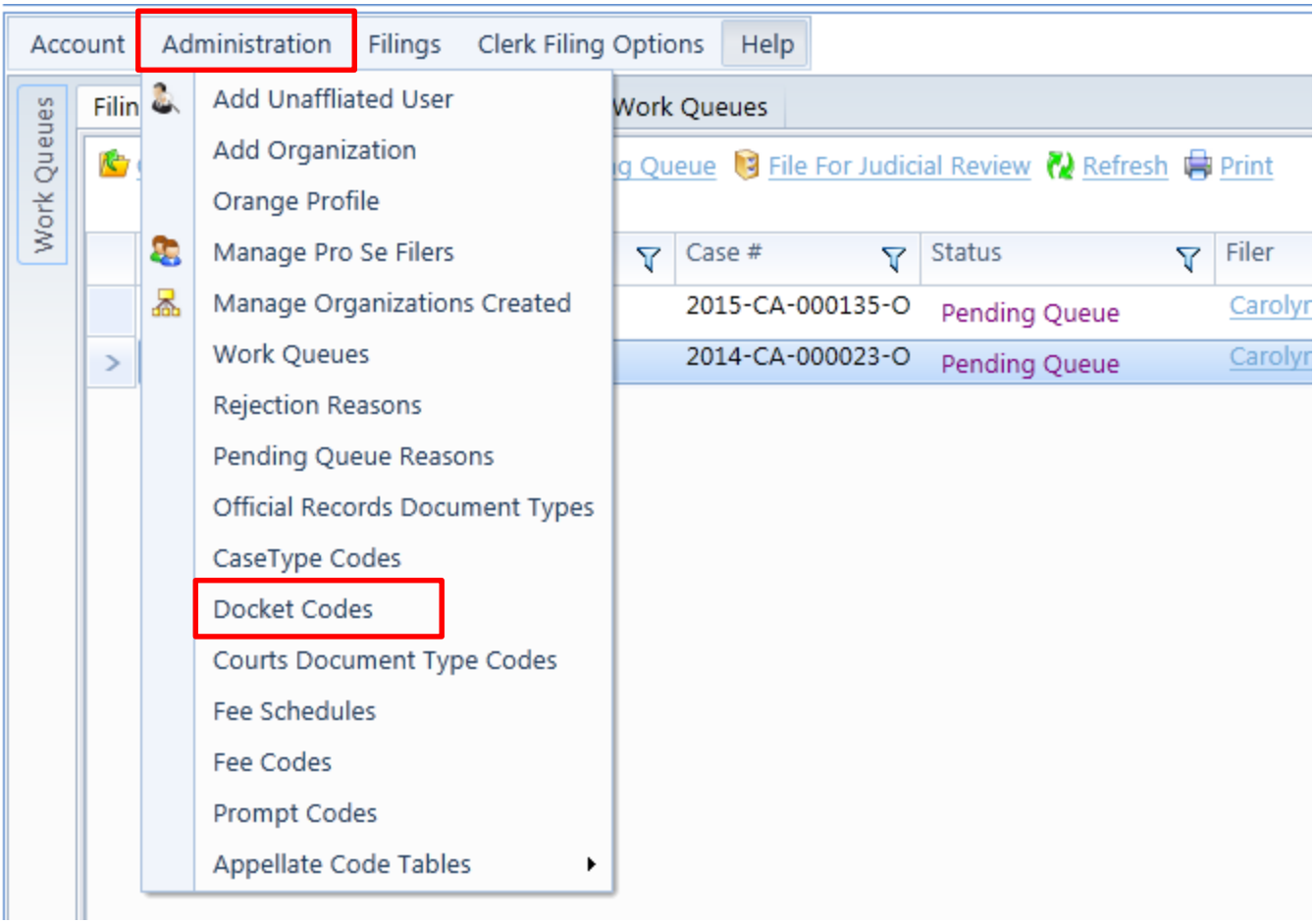


Docket level Fee schedules can also be added at this level. These Docket Level Fee Schedule codes need to be added in the Fee Schedules.

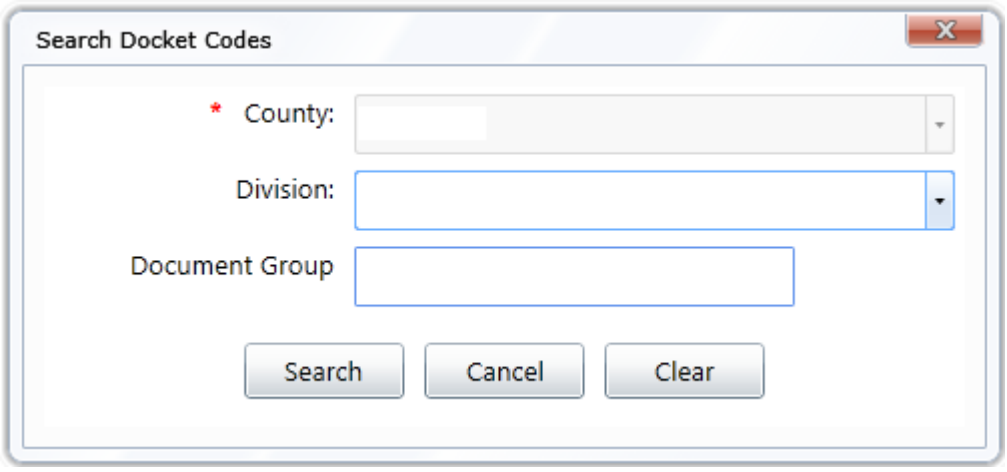


Docket Codes

This section provides a list of docket codes for the Portal administrator to add, delete, edit, and associate to a case type/filing type and user role. The codes are the types of documents the filer will be attaching to the filing.

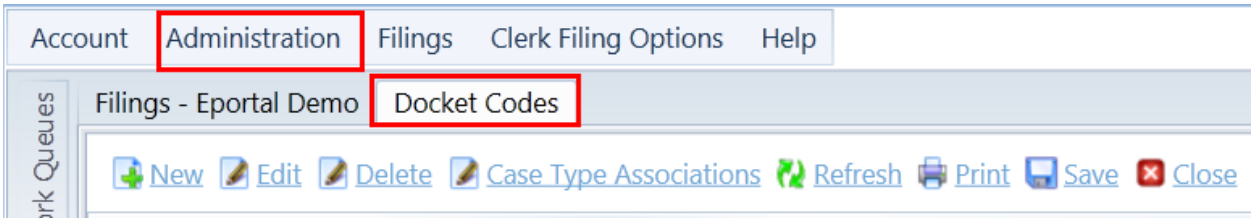


The Portal administrator has the ability to search by a specific division or all divisions.



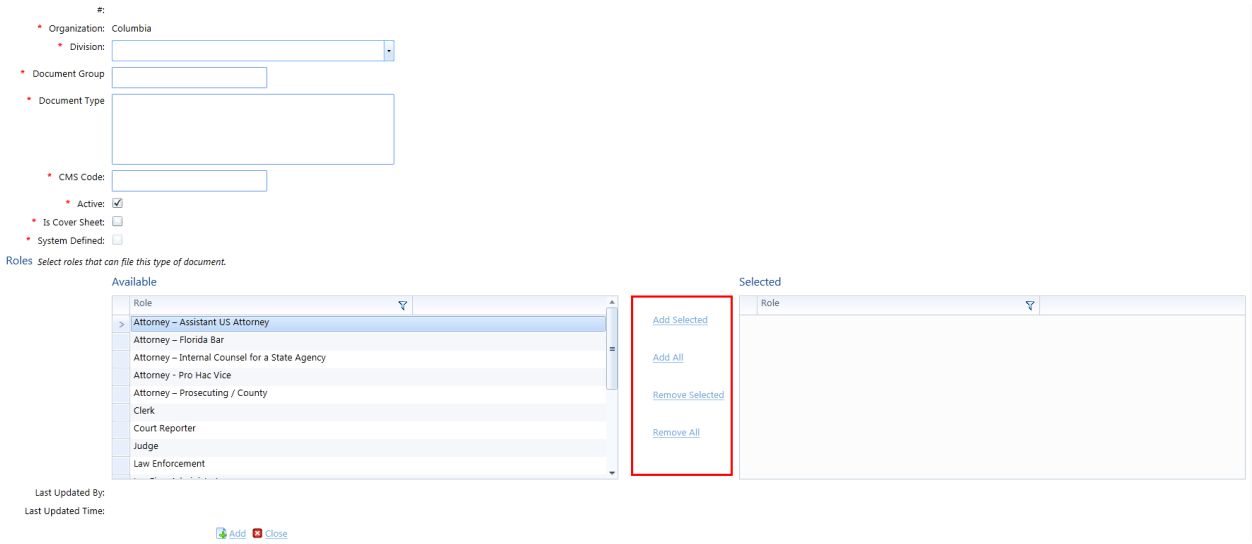
- New (Add new Docket code)
- Edit (make updates to the docket code)
- Delete (remove docket code)

- Case Type Associations (gives the county administrator the ability to associate to a specific case type)
- Refresh (any time a code is edited, added or deleted it refreshes the codes)
- Print (give the county administrator the ability to print their docket codes)
- Save (gives the county administrator the ability to export their docket codes to specified location for view in Excel)



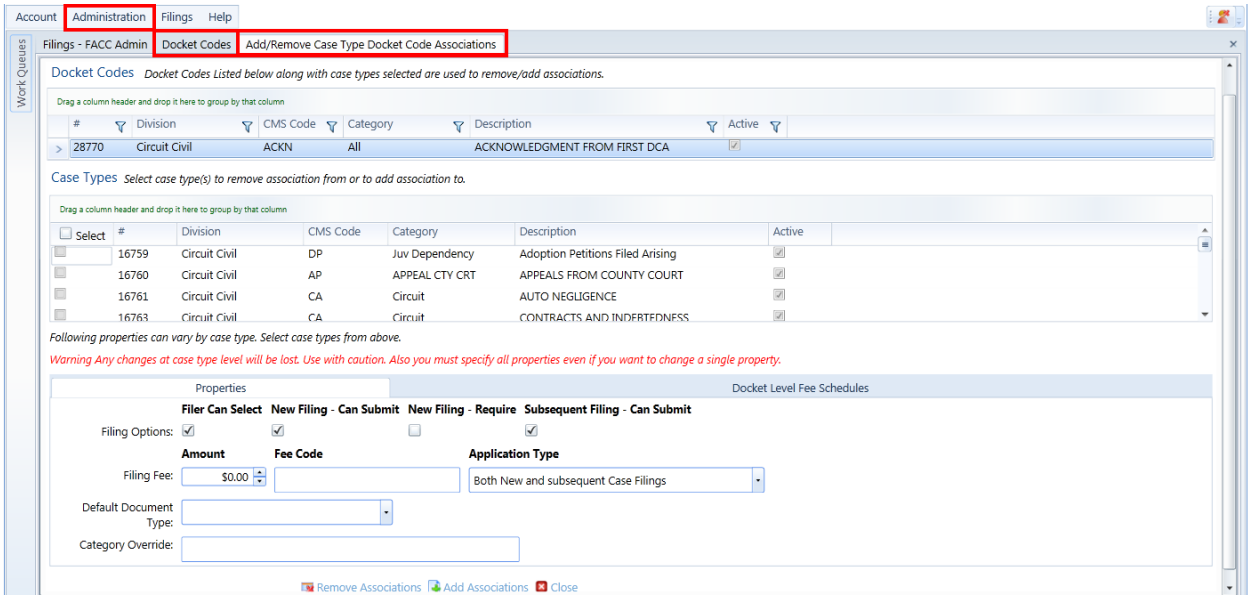
New or Editing

When creating or editing a docket code, the Portal administrator can select a role to associate to the docket codes. It can have one or many roles associated to the docket code.
Input the required information. Select the roles that you would like to have associated to the docket code. You can move them over by the “Add selected” button. You can also move the entire list of available roles by selecting “Add All”. You can remove by selection or all as well. These docket codes will only show to users within that role.



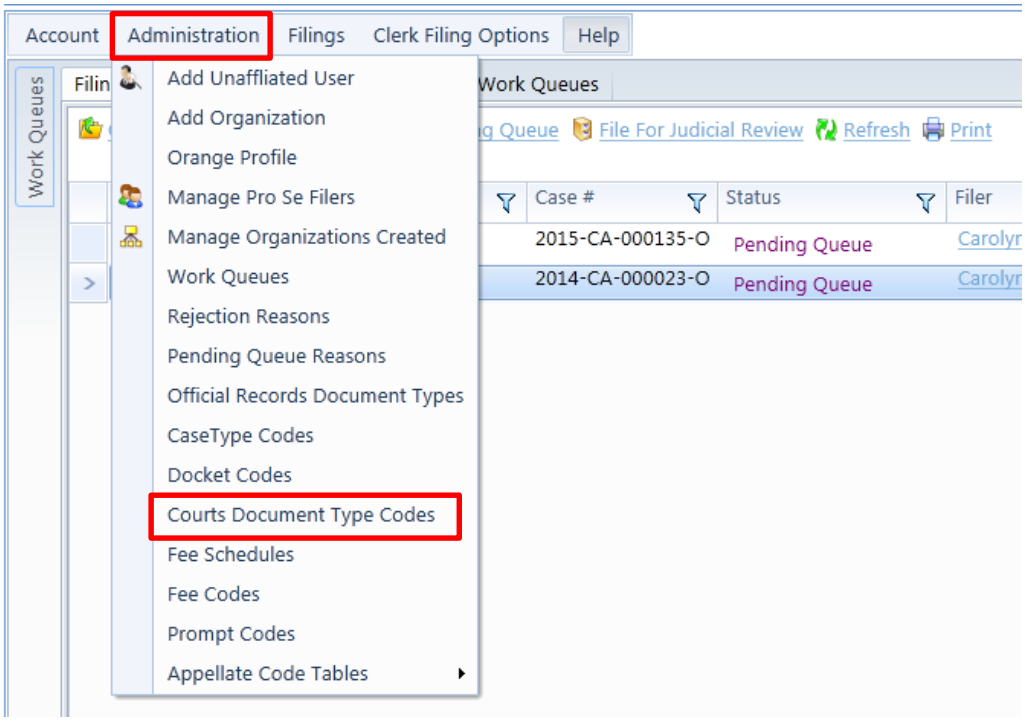
Case Type Associations

If docket codes have additional fees or only need to be filed on specific types of filings, the Portal administrator has the ability to update the document code. By clicking on the associated docket code, the Portal administrator can edit the docket code to reflect the proper fee. They also have the ability to make the docket code available on new or existing case only. This function gives the Portal administrator the capability to maintain docket codes associated with case types.


Account
Administration
Filings
Help
Filings - FACC Admin
Docket Codes
Add/Remove Case Type Docket Code Associations
Work Queues
Docket Codes
Docket Codes Listed below along with case types selected are used to remove/add associations.
Drag a column header and drop it here to group by that column
Division CMS Code Category Description Active
28770 Circuit Civil ACKN All ACKNOWLEDGMENT FROM FIRST DCA
Case Types
Select case type(s) to remove association from or to add association to.
Drag a column header and drop it here to group by that column
Select # Division CMS Code Category Description Active
16759 Circuit Civil DP Juv Dependency Adoption Petitions Filed Arising
16760 Circuit Civil AP APPEAL CTY CRT APPEALS FROM COUNTY COURT
16761 Circuit Civil CA Circuit AUTO NEGLIGENCE
16763 Circuit Civil CA Circuit CONTRACTS AND INDEBTEDNESS
Following properties can vary by case type. Select case types from above.
Warning Any changes at case type level will be lost. Use with caution. Also you must specify all properties even if you want to change a single property.
Properties
Docket Level Fee Schedules
Filer Can Select
New Filing - Can Submit
New Filing - Require
Subsequent Filing - Can Submit
Filing Options:
Amount
Fee Code
Application Type
Filing Fee:
$0.00
Both New and subsequent Case Filings
Default Document Type:
Category Override:
Remove Associations
Add Associations
Close

Courts Document Type Codes

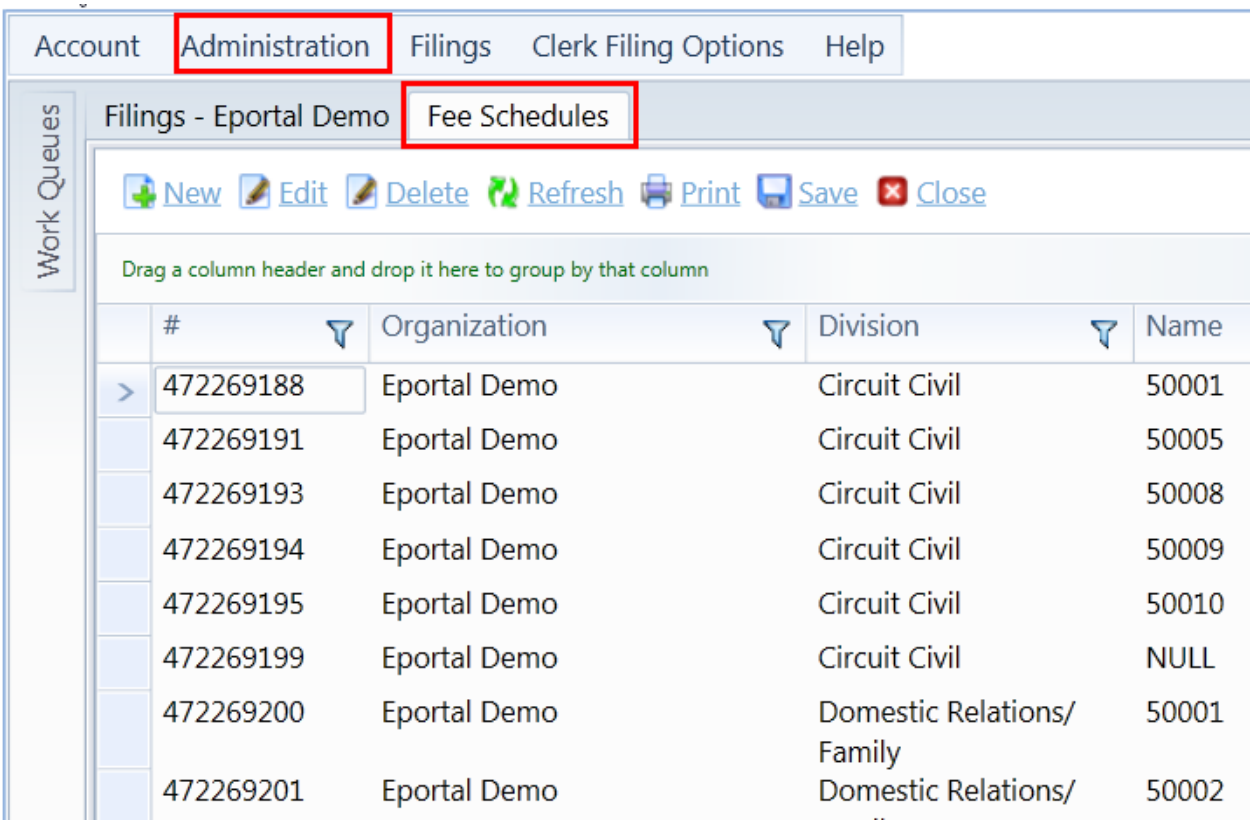
This is Tyler Technology specific to their CMS (Odyssey). Other CMS's will not use this function.



Fee Schedules

This option provides the administrator with a list of existing fee schedules. The administrator can create new document types, update, delete, print, and save existing schedules.

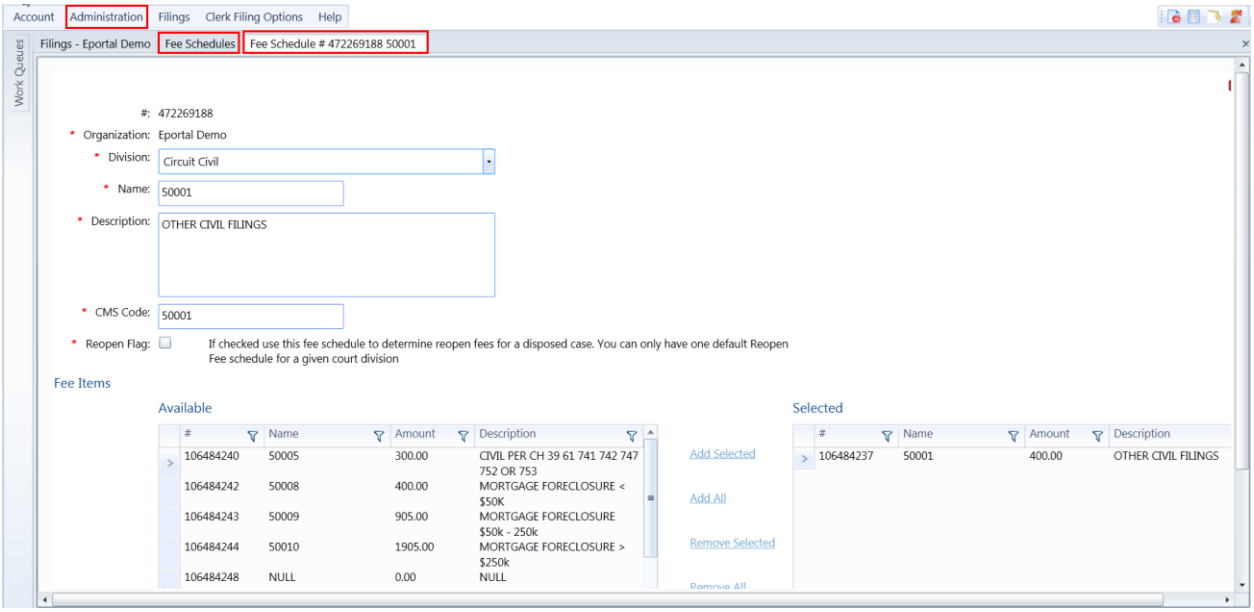
This option is only used in the context of collecting monies. The fee schedule is dependent on the Case Management System (CMS) being used by the county. If the CMS for the county needs the schedule values passed in when fees are collected then the fee schedule codes must be entered into the Portal using this process. The schedules allow for defining what Fee Items are tied to the schedule and what CMS codes ties them together.
The need for these codes is determined at the time the county and FCCC work with the county's CMS vendor for the interface.



The Fee Schedule contains:

- Organization – County name
- Division – Court division within the County
- Name – Name of the fee schedule
- Description – Description of the schedule
- CMS Code – Code corresponding to the CMS fee schedule

The Fee Items are the Fee Codes that have been added (see section on Fee Codes) and are available to be added to the Fee Schedule.



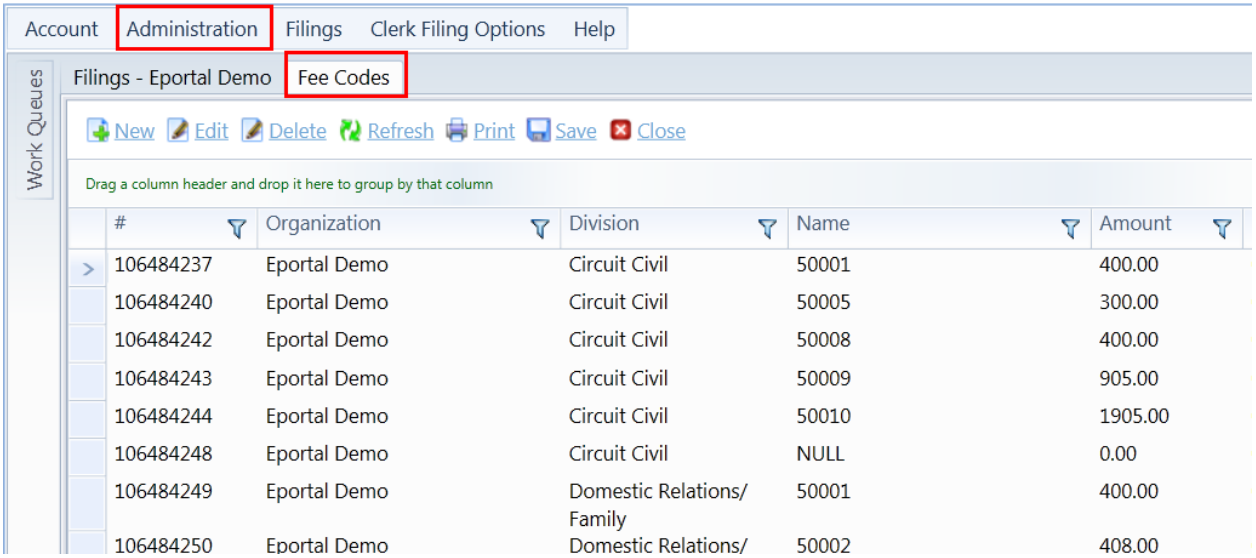
Fee Codes

This option provides the administrator with a list of existing fee codes. The administrator can create new codes, update, delete, print, and save existing codes.

This option is only used in the context of collecting monies. The fee schedule is dependent on the Case Management System (CMS) being used by the county. If the CMS for the county needs the fee schedule values passed in when fees are collected then the fee codes must be entered.

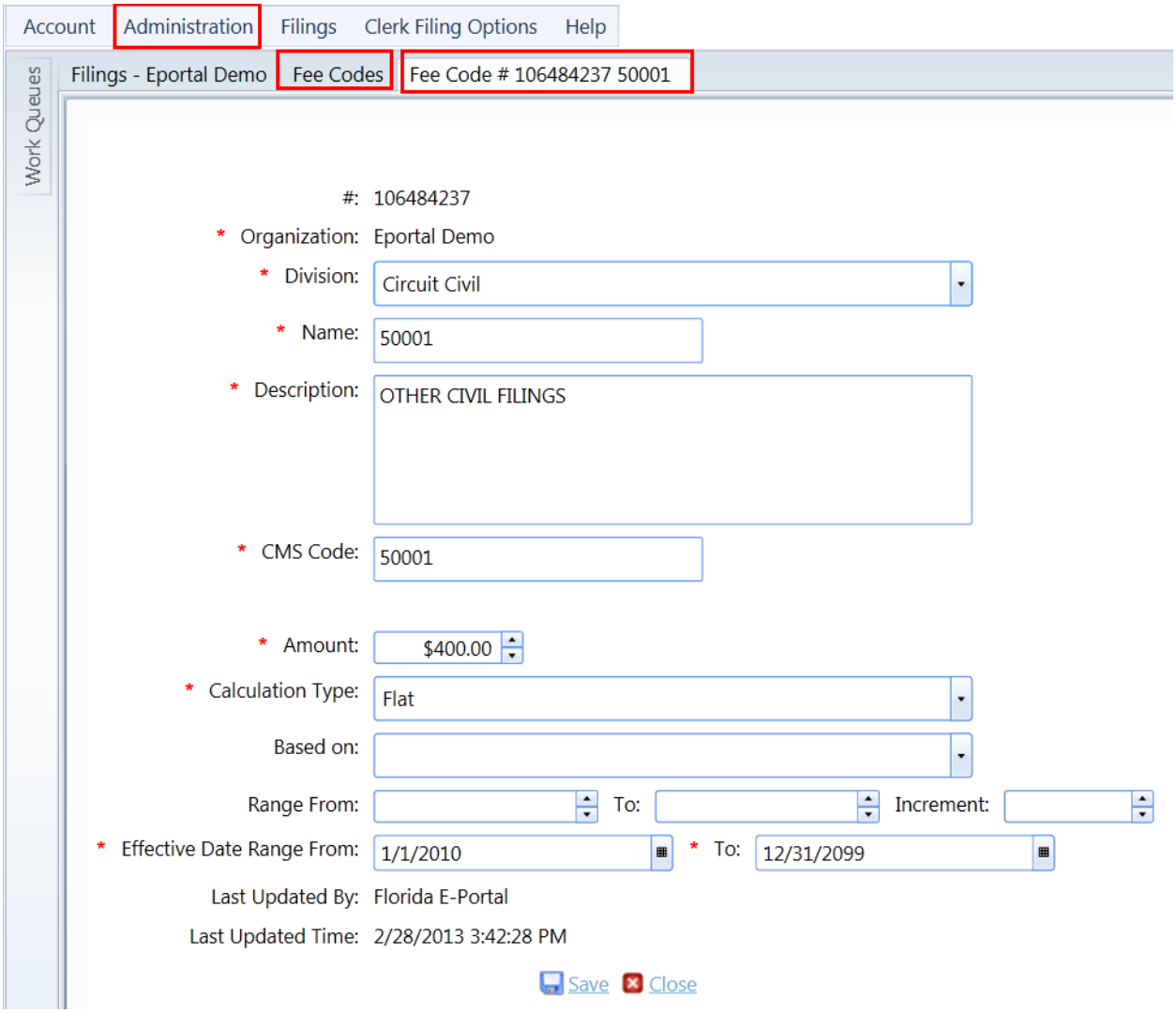
The need for these codes is determined at the time the county and FCCC work with the county's CMS vendor for the interface.

Fee codes are entered according to the CMS needed values. Fee codes must be entered before a fee schedule can be created.



The Fee Code contains:

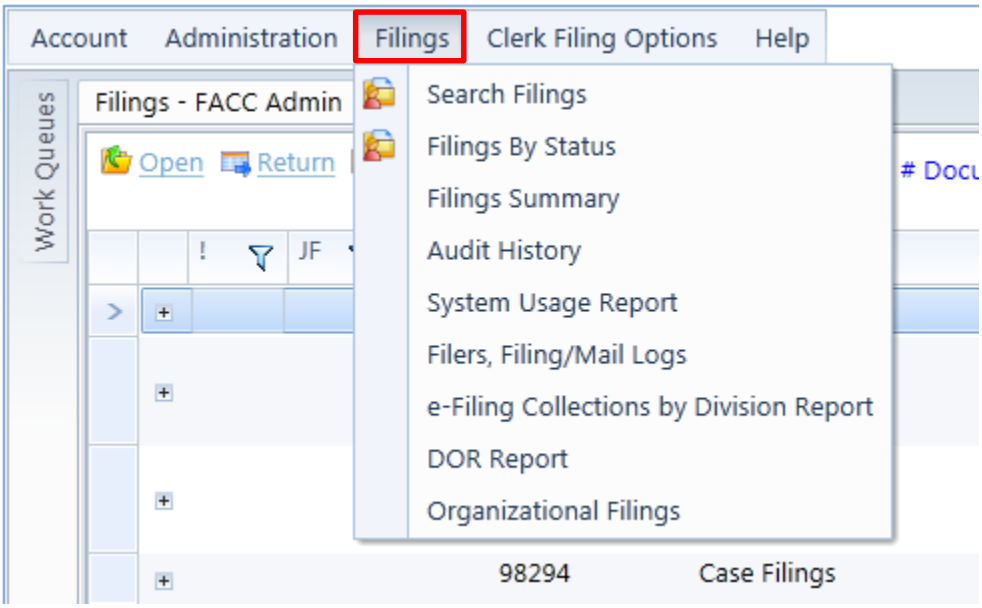
- Organization – County name
- Division – Court division within the County
- Name – Name of the fee code
- Description – Description of the fee code
- CMS Code – Code corresponding to the CMS fee code
- Amount – dollar amount to be collected for this fee code
- Calculation Type -- There are three calculation types
    - Flat – flat fee with no calculation
    - Per Number of Items – calculates amount to be charged base on the number of items
    - Per percent of
- Based On – Used to assist in the calculation of Per Number Of Items in the calculation type above
    - Amount
    - Names
    - Pages
- Range From – To
- Increment
- Effective Date Range – Date range that this fee code is valid



Filings

The Filings option provides the administrator with the following options:

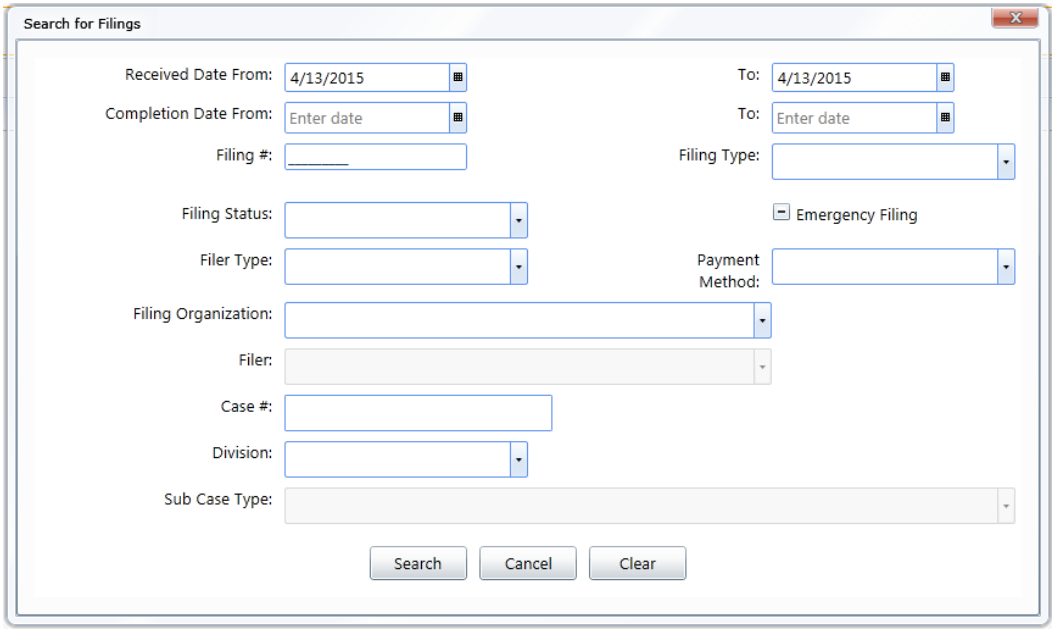
- Search Filings – Search for an E-Filing
- Filings by Status – E-Filings by Status
- Filings Summary – Counts of E-Filings and documents by type
- Audit History – Historical activity counts
- System Usage Report – Counts of logins and activities of the Portal
- Filers, Filings/Mail Logs
- E-Filing Collections by Division Report
- DOR Report
- Organizational Filings



Search Filings

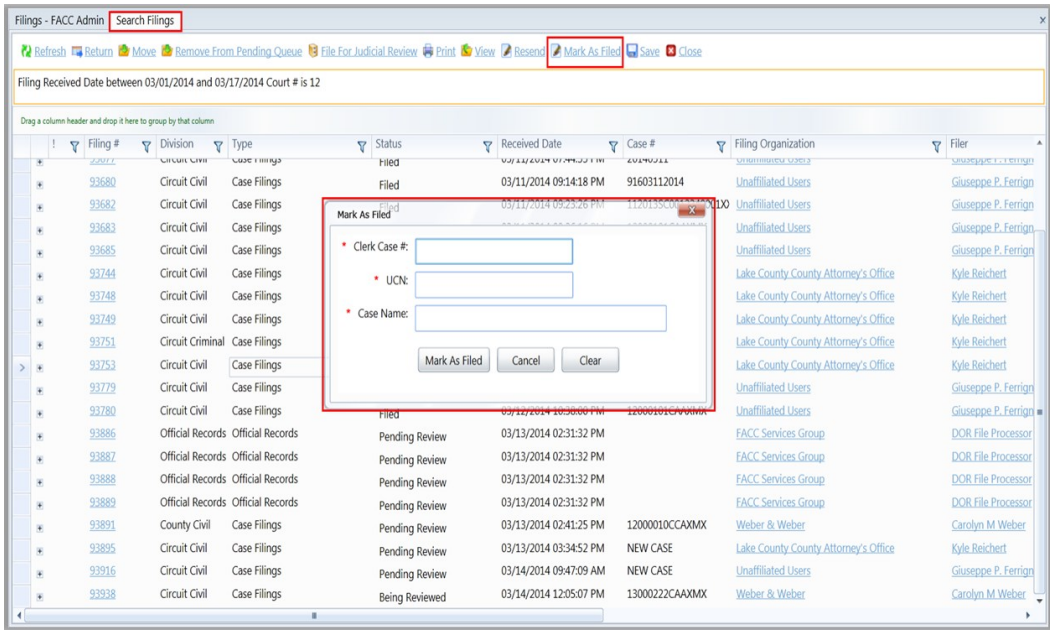
When this option is selected the administrator is presented with a search criteria screen. Filings can be searched by:

- Date range for received date and/or completion date
- Filing #
- Filing Type [New Case or Existing Case]
- Filing Status
- Emergency Filing
- Filer Type
- Payment Method
- Filing Organization
- Filer
- Case #
- Division
- Sub Case Type



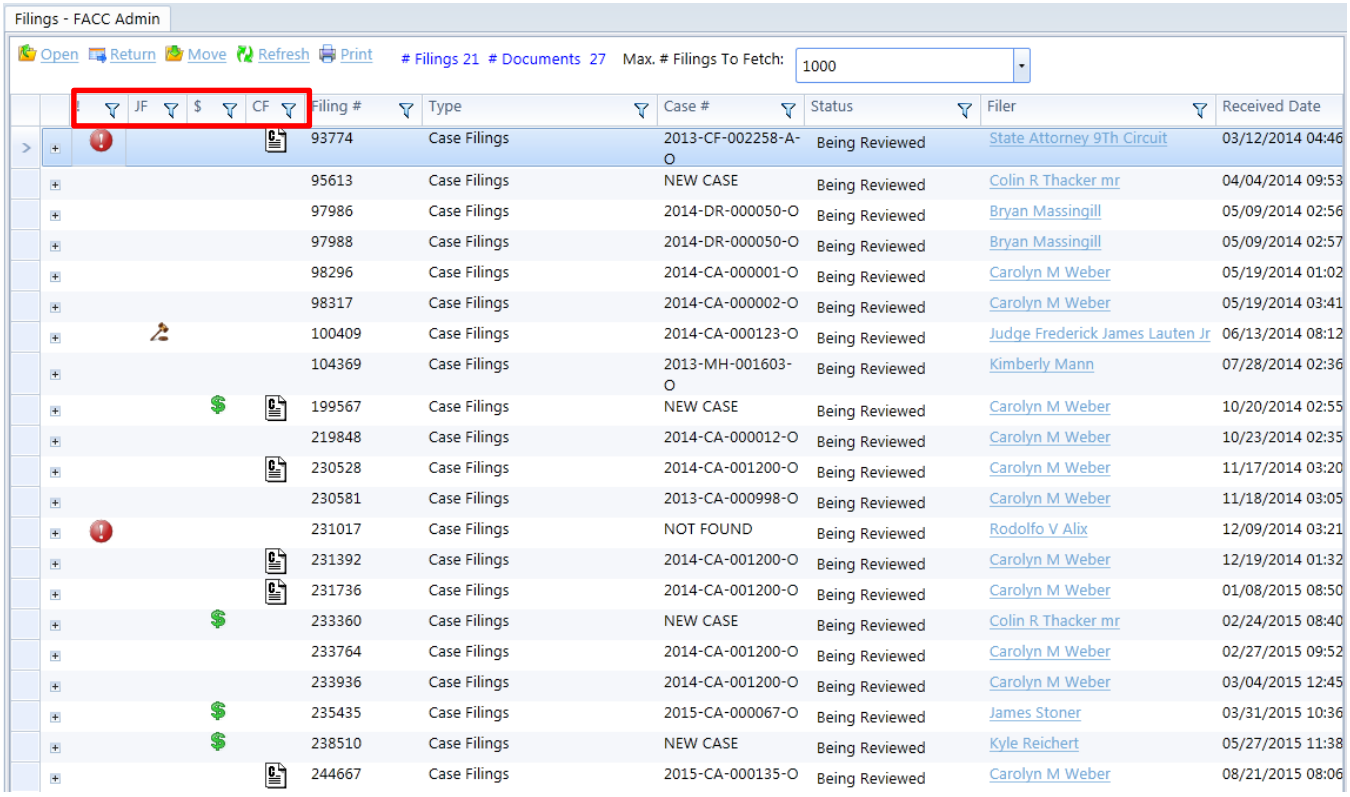
Filings that match the criteria are returned in the result set. The administrator may return the filing to the common work queue, move it to another work queue, print the list or view the details of the filing. They can also remove the filing from the pending queue and mark the filing Filed for Judicial Review.

The administrators also have the ability to mark a filing as Filed. This will marked the filing as filed and settle any payments associated with the filing. The administrator will need to input the local case number, UCN, and Case Name Ex (Plaintiff vs. Defendant) also known as the Case Style.

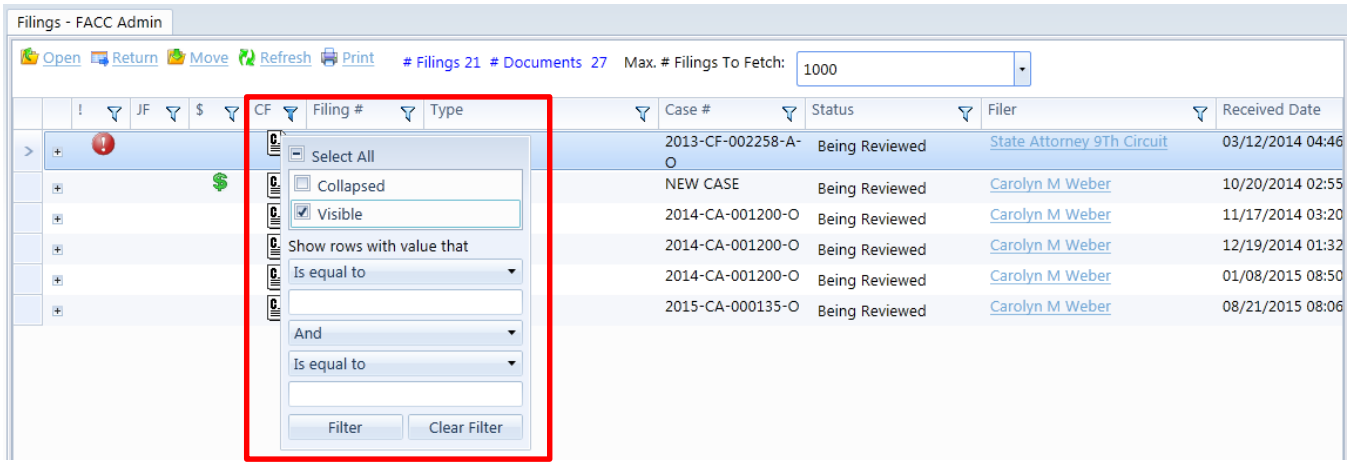


Filings can also be filtered by

- Filing corrected and resubmitted by filer
- Judicial submissions
- Emergency Filings


Filings - FACC Admin
Open
Return
Move
Refresh
Print
Filings 21
Documents 27
Max. # Filings To Fetch:
1000
! JF $ CF
Filing #
Type
Case #
Status
Filer
Received Date
93774 Case Filings 2013-CF-002258-A-O Being Reviewed State Attorney 9Th Circuit 03/12/2014 04:46
95613 Case Filings NEW CASE Being Reviewed Colin R Thacker mr 04/04/2014 09:53
97986 Case Filings 2014-DR-000050-O Being Reviewed Bryan Massingill 05/09/2014 02:56
97988 Case Filings 2014-DR-000050-O Being Reviewed Bryan Massingill 05/09/2014 02:57
98296 Case Filings 2014-CA-000001-O Being Reviewed Carolyn M Weber 05/19/2014 01:02
98317 Case Filings 2014-CA-000002-O Being Reviewed Carolyn M Weber 05/19/2014 03:41
100409 Case Filings 2014-CA-000123-O Being Reviewed Judge Frederick James Lauten Jr 06/13/2014 08:12
104369 Case Filings 2013-MH-001603-O Being Reviewed Kimberly Mann 07/28/2014 02:36
199567 Case Filings NEW CASE Being Reviewed Carolyn M Weber 10/20/2014 02:55
219848 Case Filings 2014-CA-000012-O Being Reviewed Carolyn M Weber 10/23/2014 02:35
230528 Case Filings 2014-CA-001200-O Being Reviewed Carolyn M Weber 11/17/2014 03:20
230581 Case Filings 2013-CA-000998-O Being Reviewed Carolyn M Weber 11/18/2014 03:05
231017 Case Filings NOT FOUND Being Reviewed Rodolfo V Alix 12/09/2014 03:21
231392 Case Filings 2014-CA-001200-O Being Reviewed Carolyn M Weber 12/19/2014 01:32
231736 Case Filings 2014-CA-001200-O Being Reviewed Carolyn M Weber 01/08/2015 08:50
233360 Case Filings NEW CASE Being Reviewed Colin R Thacker mr 02/24/2015 08:40
233764 Case Filings 2014-CA-001200-O Being Reviewed Carolyn M Weber 02/27/2015 09:52
233936 Case Filings 2014-CA-001200-O Being Reviewed Carolyn M Weber 03/04/2015 12:45
235435 Case Filings 2015-CA-000067-O Being Reviewed James Stoner 03/31/2015 10:36
238510 Case Filings NEW CASE Being Reviewed Kyle Reichert 05/27/2015 11:38
244667 Case Filings 2015-CA-000135-O Being Reviewed Carolyn M Weber 08/21/2015 08:06

To filter those filings corrected and resubmitted by the Filer, click on the CF funnel and select ‘Visible’

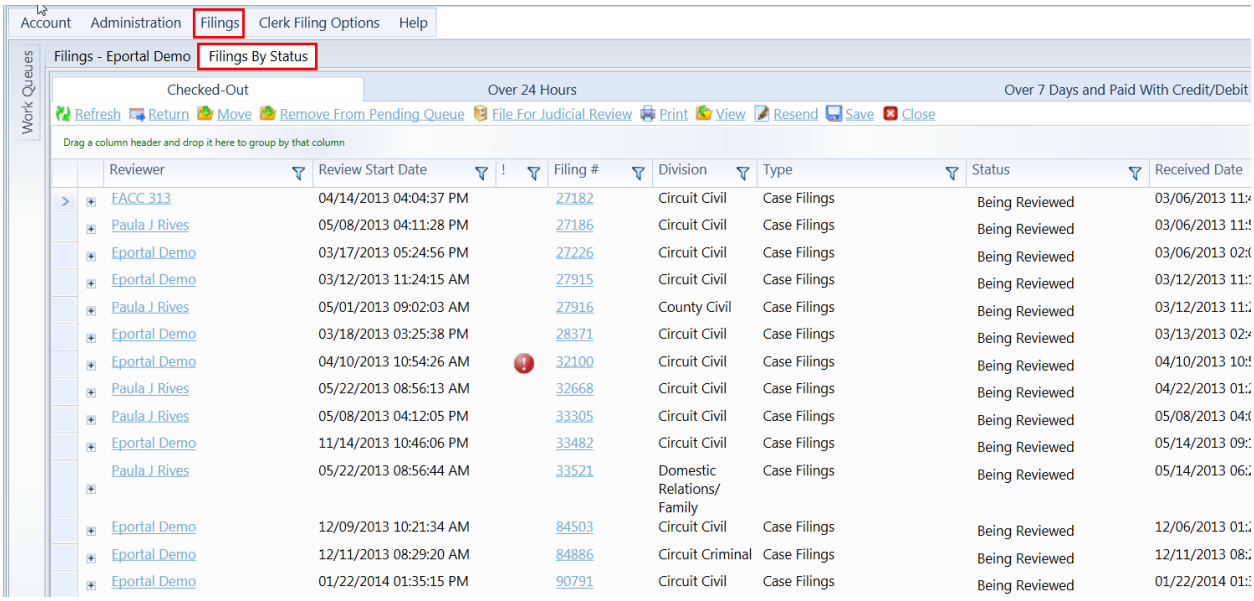


That will filter out and present a list of all submissions that were once in the Pending Queue and have been corrected and resubmitted by the Filer. You can then work the list of filings and quickly accept and process them.

Filings By Status

This option provides the administrator a quick look at activity in the Portal. Three status listings are available.

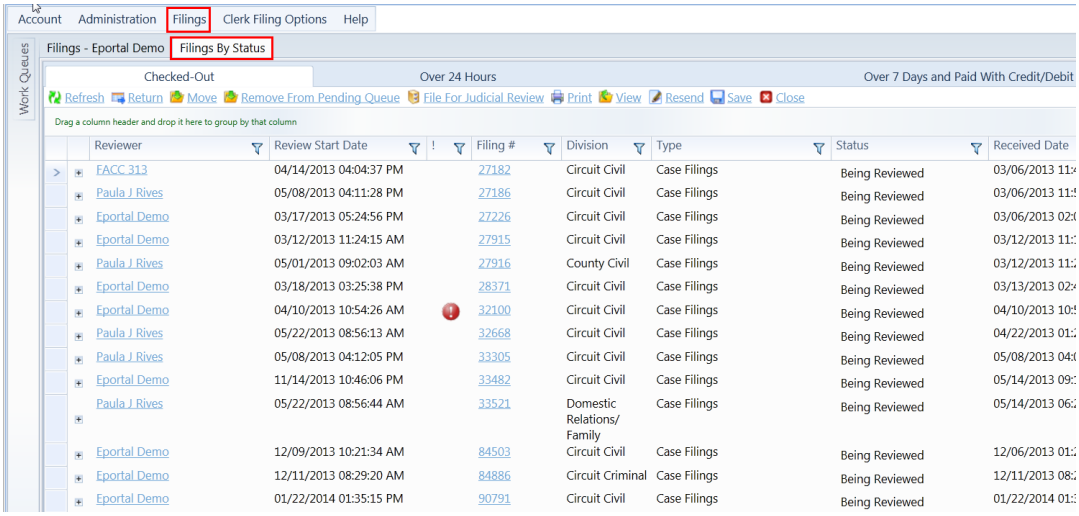
1. Checked-Out – filings selected by reviewers for processing
2. Over 24 Hours – filings that are over 24 hours old and still in pending or being reviewed status
3. Over 7 Days and Paid with Credit/Debit – filings over 7 days old, still in pending or being reviewed status and fees were paid by credit or debit card.


Account
Administration
Filings
Clerk Filing Options
Help
Filings - Eportal Demo
Filings By Status
Work Queues
Checked-Out
Over 24 Hours
Over 7 Days and Paid With Credit/Debit
Refresh
Return
Move
Remove From Pending Queue
File For Judicial Review
Print
View
Resend
Save
Close
Drag a column header and drop it here to group by that column
Reviewer
Review Start Date
!
Filing #
Division
Type
Status
Received Date
FACC 313 04/14/2013 04:04:37 PM 27182 Circuit Civil Case Filings Being Reviewed 03/06/2013 11:
Paula J Rives 05/08/2013 04:11:28 PM 27186 Circuit Civil Case Filings Being Reviewed 03/06/2013 11:
Eportal Demo 03/17/2013 05:24:56 PM 27226 Circuit Civil Case Filings Being Reviewed 03/06/2013 02:
Eportal Demo 03/12/2013 11:24:15 AM 27915 Circuit Civil Case Filings Being Reviewed 03/12/2013 11:
Paula J Rives 05/01/2013 09:02:03 AM 27916 County Civil Case Filings Being Reviewed 03/12/2013 11:
Eportal Demo 03/18/2013 03:25:38 PM 28371 Circuit Civil Case Filings Being Reviewed 03/13/2013 02:
Eportal Demo 04/10/2013 10:54:26 AM 32100 Circuit Civil Case Filings Being Reviewed 04/10/2013 10:
Paula J Rives 05/22/2013 08:56:13 AM 32668 Circuit Civil Case Filings Being Reviewed 04/22/2013 01:
Paula J Rives 05/08/2013 04:12:05 PM 33305 Circuit Civil Case Filings Being Reviewed 05/08/2013 04:
Eportal Demo 11/14/2013 10:46:06 PM 33482 Circuit Civil Case Filings Being Reviewed 05/14/2013 09:
Paula J Rives 05/22/2013 08:56:44 AM 33521 Domestic Relations/ Family Case Filings Being Reviewed 05/14/2013 06:
Eportal Demo 12/09/2013 10:21:34 AM 84503 Circuit Civil Case Filings Being Reviewed 12/06/2013 01:
Eportal Demo 12/11/2013 08:29:20 AM 84886 Circuit Criminal Case Filings Being Reviewed 12/11/2013 08:
Eportal Demo 01/22/2014 01:35:15 PM 90791 Circuit Civil Case Filings Being Reviewed 01/22/2014 01:

Filings Summary

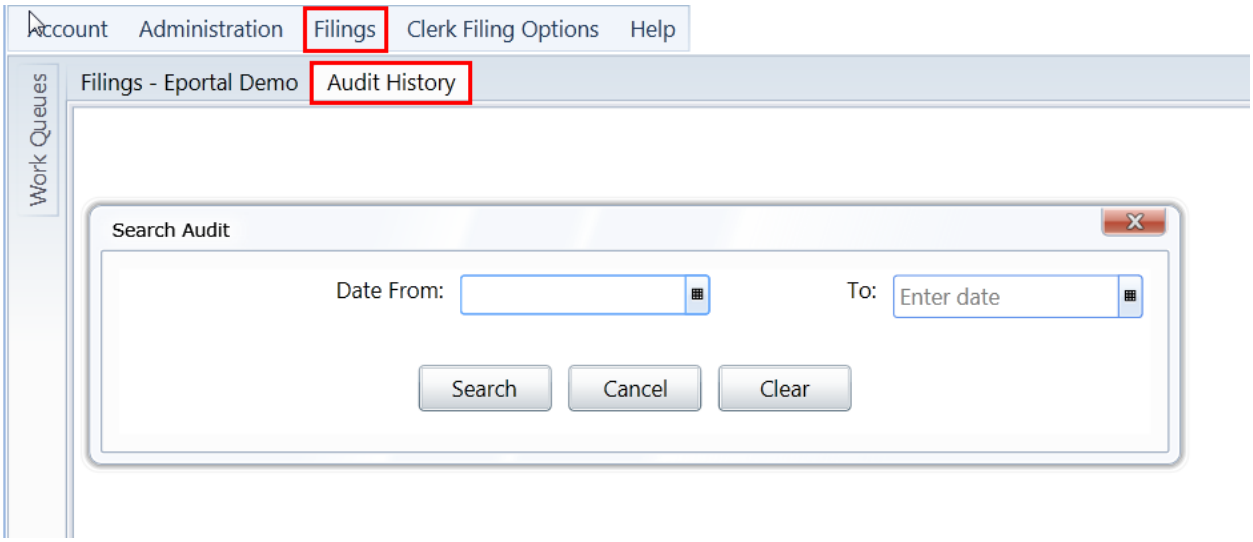
Using this option presents the administrator with an initial search screen. The administrator can search by date range for received or completed dates.

The search results include the number of filings and official record recordings by county, division and status.


Account
Administration
Filings
Clerk Filing Options
Help
Filings - Eportal Demo
Filings By Status
Work Queues
Checked-Out
Over 24 Hours
Over 7 Days and Paid With Credit/Debit
Refresh
Return
Move
Remove From Pending Queue
File For Judicial Review
Print
View
Resend
Save
Close
Drag a column header and drop it here to group by that column
Reviewer
Review Start Date
!
Filing #
Division
Type
Status
Received Date
FACC 313 04/14/2013 04:04:37 PM 27182 Circuit Civil Case Filings Being Reviewed 03/06/2013 11:
Paula J Rives 05/08/2013 04:11:28 PM 27186 Circuit Civil Case Filings Being Reviewed 03/06/2013 11:
Eportal Demo 03/17/2013 05:24:56 PM 27226 Circuit Civil Case Filings Being Reviewed 03/06/2013 02:
Eportal Demo 03/12/2013 11:24:15 AM 27915 Circuit Civil Case Filings Being Reviewed 03/12/2013 11:
Paula J Rives 05/01/2013 09:02:03 AM 27916 County Civil Case Filings Being Reviewed 03/12/2013 11:
Eportal Demo 03/18/2013 03:25:38 PM 28371 Circuit Civil Case Filings Being Reviewed 03/13/2013 02:
Eportal Demo 04/10/2013 10:54:26 AM 32100 Circuit Civil Case Filings Being Reviewed 04/10/2013 10:
Paula J Rives 05/22/2013 08:56:13 AM 32668 Circuit Civil Case Filings Being Reviewed 04/22/2013 01:
Paula J Rives 05/08/2013 04:12:05 PM 33305 Circuit Civil Case Filings Being Reviewed 05/08/2013 04:
Eportal Demo 11/14/2013 10:46:06 PM 33482 Circuit Civil Case Filings Being Reviewed 05/14/2013 09:
Paula J Rives 05/22/2013 08:56:44 AM 33521 Domestic Relations/ Family Case Filings Being Reviewed 05/14/2013 06:
Eportal Demo 12/09/2013 10:21:34 AM 84503 Circuit Civil Case Filings Being Reviewed 12/06/2013 01:
Eportal Demo 12/11/2013 08:29:20 AM 84886 Circuit Criminal Case Filings Being Reviewed 12/11/2013 08:
Eportal Demo 01/22/2014 01:35:15 PM 90791 Circuit Civil Case Filings Being Reviewed 01/22/2014 01:

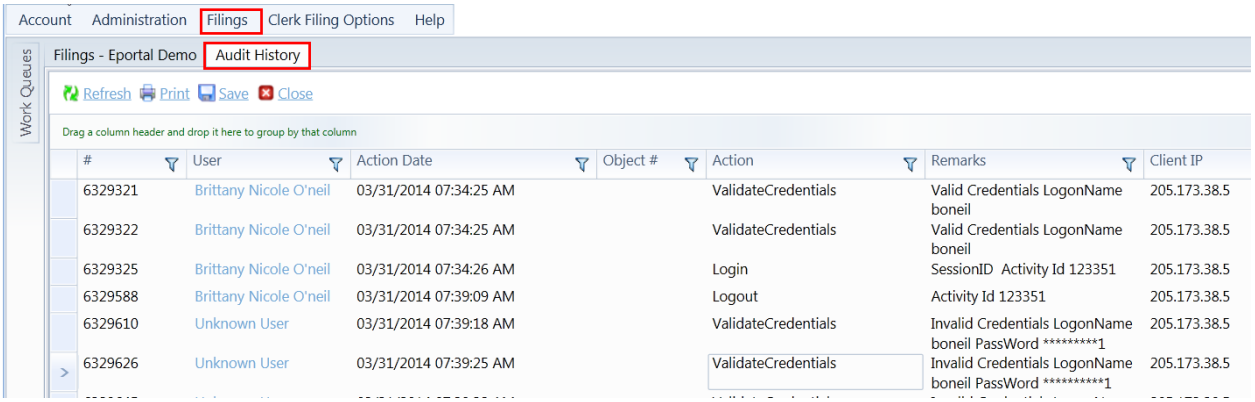
Audit History

The Audit history shows the actions taken in the Portal by all users.
This option presents the administrator with an initial search screen. The administrator can search by date range.



The results of the search includes

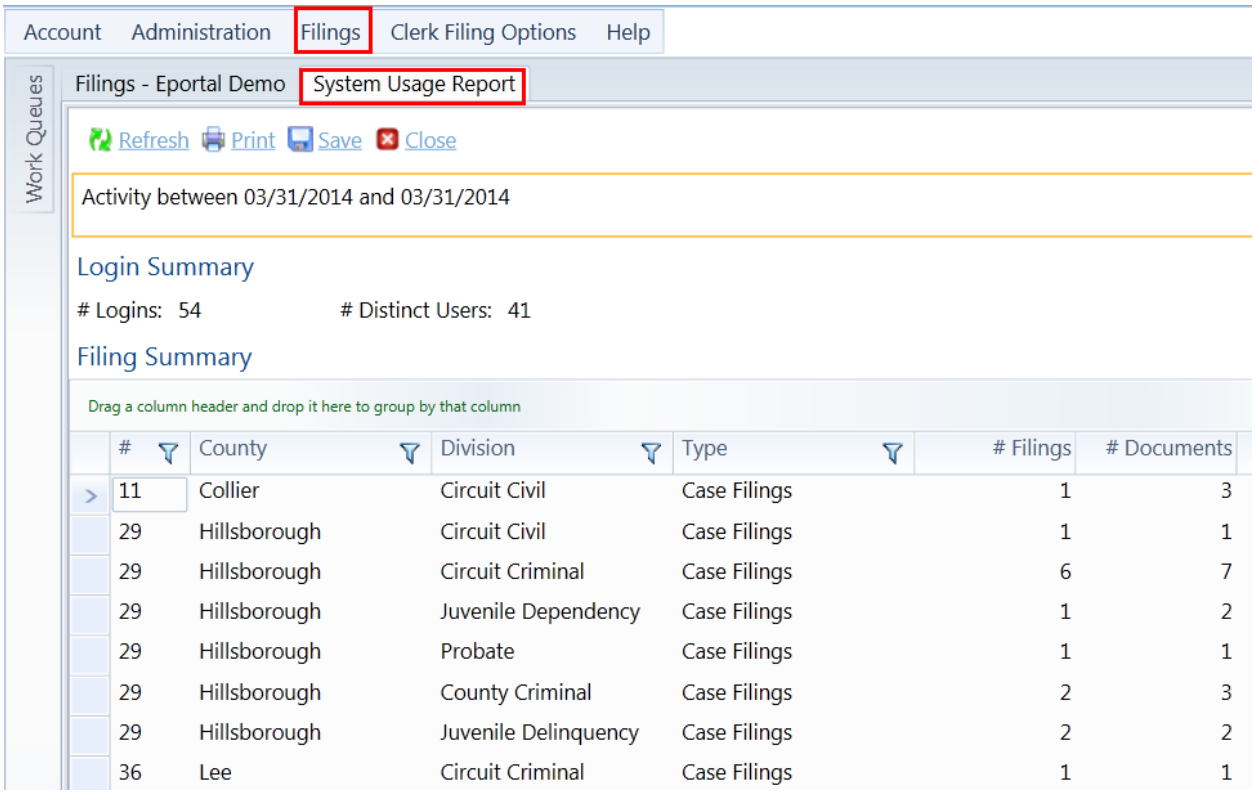
- User name – Name of the user logged in for this action
- Action date – Date of the action
- Object # -- Filing or recording record action applied
- Action – Action taken by user
- Remarks – Brief description of the action
- Client IP address – IP address for the User


Account
Administration
Filings
Clerk Filing Options
Help
Work Queues
Filings - Eportal Demo
Audit History
Refresh
Print
Save
Close
Drag a column header and drop it here to group by that column
| User | Action Date | Object # | Action | Remarks | Client IP
6329321 | Brittany Nicole O'neil | 03/31/2014 07:34:25 AM | | ValidateCredentials | Valid Credentials LogonName boneil | 205.173.38.5
6329322 | Brittany Nicole O'neil | 03/31/2014 07:34:25 AM | | ValidateCredentials | Valid Credentials LogonName boneil | 205.173.38.5
6329325 | Brittany Nicole O'neil | 03/31/2014 07:34:26 AM | | Login | SessionID Activity Id 123351 | 205.173.38.5
6329588 | Brittany Nicole O'neil | 03/31/2014 07:39:09 AM | | Logout | Activity Id 123351 | 205.173.38.5
6329610 | Unknown User | 03/31/2014 07:39:18 AM | | ValidateCredentials | Invalid Credentials LogonName boneil PassWord *********1 | 205.173.38.5
6329626 | Unknown User | 03/31/2014 07:39:25 AM | | ValidateCredentials | Invalid Credentials LogonName boneil PassWord **********1 | 205.173.38.5

System Usage Report

This report provides the administrator with summary information regarding logins and filings.

This option presents the administrator with an initial search screen. The administrator can search by date range.

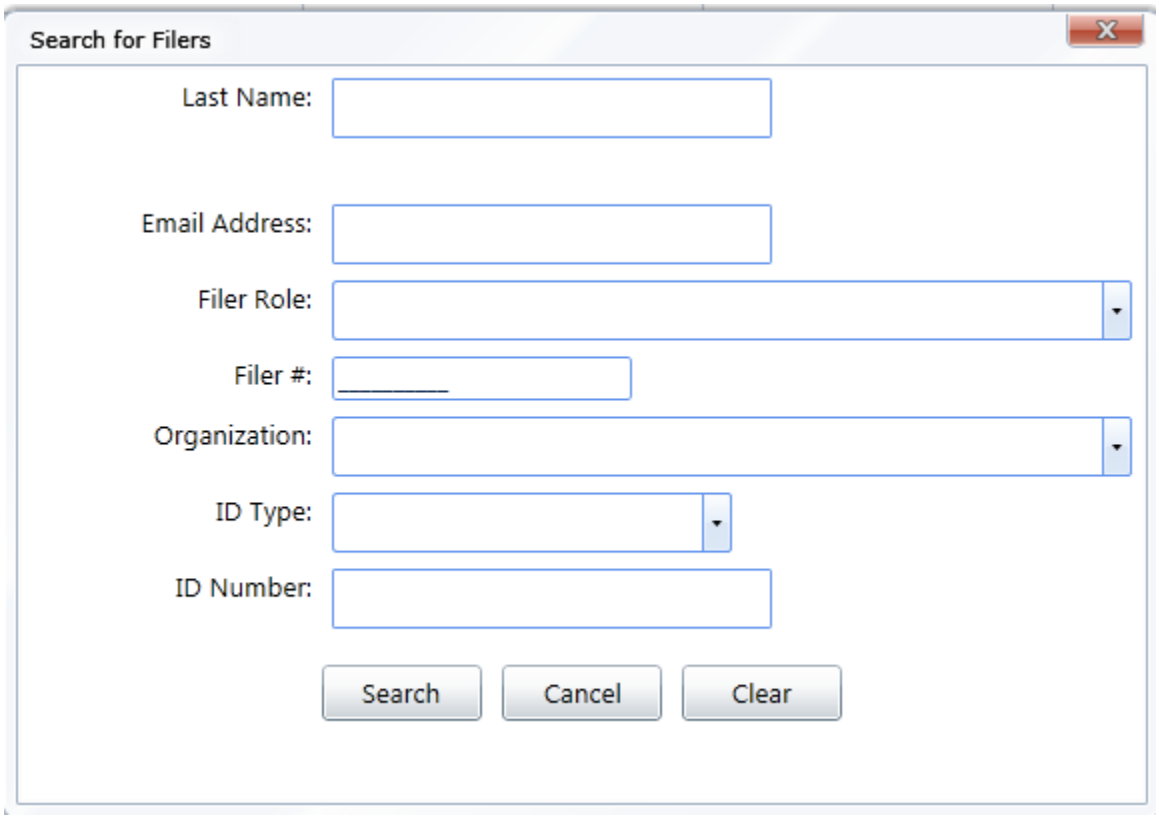

Account
Administration
Filings
Clerk Filing Options
Help
Work Queues
Filings - Eportal Demo
System Usage Report
Refresh
Print
Save
Close
Activity between 03/31/2014 and 03/31/2014
Login Summary
Logins: 54
Distinct Users: 41
Filing Summary
Drag a column header and drop it here to group by that column
County Division Type # Filings # Documents
11 Collier Circuit Civil Case Filings 1 3
29 Hillsborough Circuit Civil Case Filings 1 1
29 Hillsborough Circuit Criminal Case Filings 6 7
29 Hillsborough Juvenile Dependency Case Filings 1 2
29 Hillsborough Probate Case Filings 1 1
29 Hillsborough County Criminal Case Filings 2 3
29 Hillsborough Juvenile Delinquency Case Filings 2 2
36 Lee Circuit Criminal Case Filings 1 1

This report page is divided into 3 sections.

1. Login Summary –
    a. Logins = the number of logins within the date range
    b. Distinct Users = the number of users logging in within the date range (removes duplicate logins by a user)
2. Filing Summary grouped County (Organization)
    a. Provides the number of
        i. Filings
        ii. Documents
        iii. Documents accepted
        iv. Documents rejected
        v. Documents Filed for Judicial Review
    b. Clicking on the arrow beside the numbers expands and collapses the detail records

Filers, Filings/Mail Logs

This report gives the Portal administrator the ability to search for users. It shows user information, such as email address, organization, id's, etc.

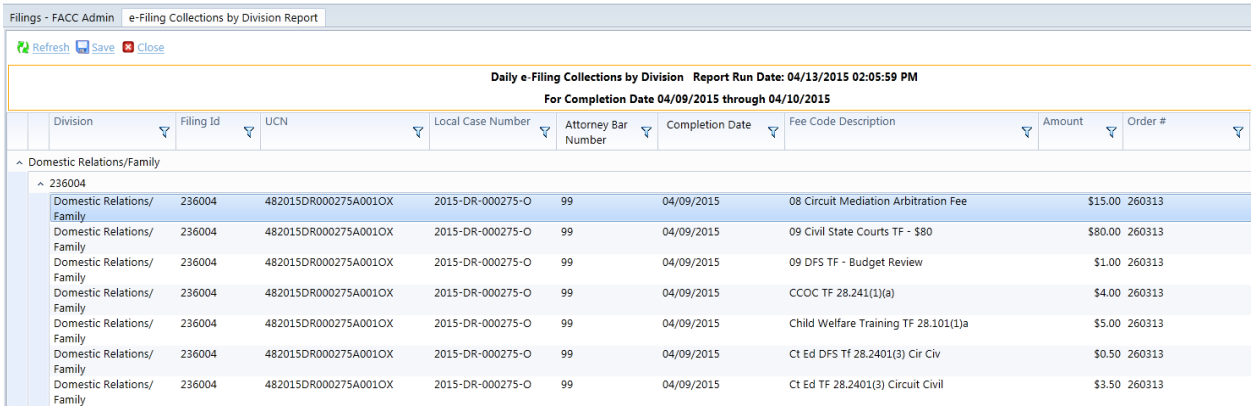


This allows the County Portal Administrator to search for filers to see the audit trail of the submission, view the email log of that filer and check the Notification of Electronic Filing (NEF) to see if the filer was selected for service on a specific submission.

The Portal Administrator has the ability to save to an Excel spreadsheet or print the results of the search as well.

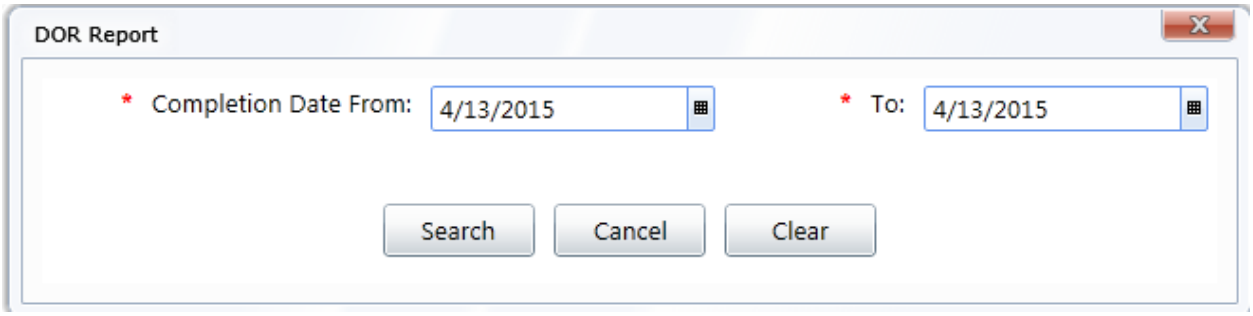
E-Filing Collections by Division Report

Set the Search Criteria and then click on Search to see the results.


Filings - FACC Admin
e-Filing Collections by Division Report
Refresh
Save
Close
Daily e-Filing Collections by Division Report Run Date: 04/13/2015 02:05:59 PM
For Completion Date 04/09/2015 through 04/10/2015
Division
Filing Id
UCN
Local Case Number
Attorney Bar Number
Completion Date
Fee Code Description
Amount
Order #
Domestic Relations/Family
236004
Domestic Relations/ Family 236004 482015DR000275A001OX 2015-DR-000275-O 99 04/09/2015 08 Circuit Mediation Arbitration Fee $15.00 260313
Domestic Relations/ Family 236004 482015DR000275A001OX 2015-DR-000275-O 99 04/09/2015 09 Civil State Courts TF - $80 $80.00 260313
Domestic Relations/ Family 236004 482015DR000275A001OX 2015-DR-000275-O 99 04/09/2015 09 DFS TF - Budget Review $1.00 260313
Domestic Relations/ Family 236004 482015DR000275A001OX 2015-DR-000275-O 99 04/09/2015 CCOC TF 28.241(1)(a) $4.00 260313
Domestic Relations/ Family 236004 482015DR000275A001OX 2015-DR-000275-O 99 04/09/2015 Child Welfare Training TF 28.101(1)a $5.00 260313
Domestic Relations/ Family 236004 482015DR000275A001OX 2015-DR-000275-O 99 04/09/2015 Ct Ed DFS Tf 28.2401(3) Cir Civ $0.50 260313
Domestic Relations/ Family 236004 482015DR000275A001OX 2015-DR-000275-O 99 04/09/2015 Ct Ed TF 28.2401(3) Circuit Civil $3.50 260313

DOR Report

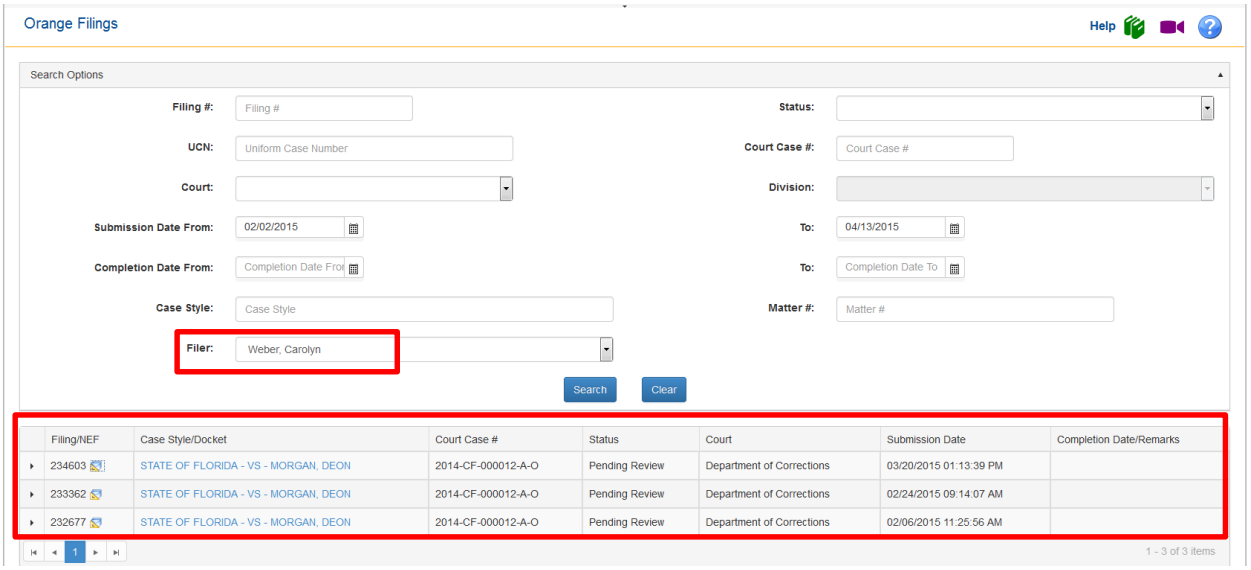
Complete the search criteria and click on Search to run the DOR Report.



Organizational Filings

To see all of the filings of the Users in your County, go to the Organizational Filings tab on the Filings Menu. Complete the Search Criteria and perform your search to see the results. Your Search Options include:

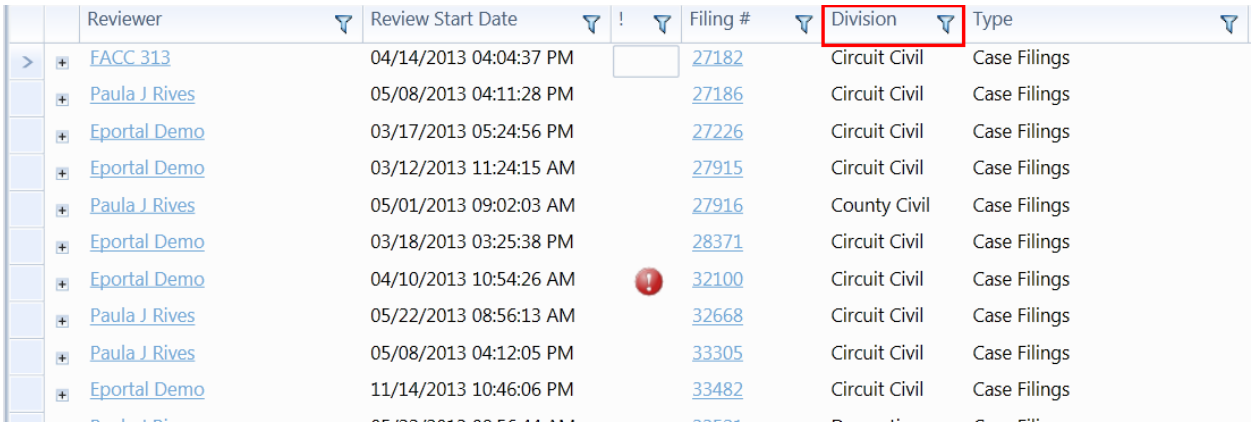
- Filing #
- Status
- UCN
- Court Case #
- Court Division
- Submission Date From/To
- Completion Date From/To
- Case Style
- Matter #
- Filer



If you perform a search by the Filer, you will see all the submissions made by that County User with the corresponding information as shown above.

Sorting and Filtering Lists

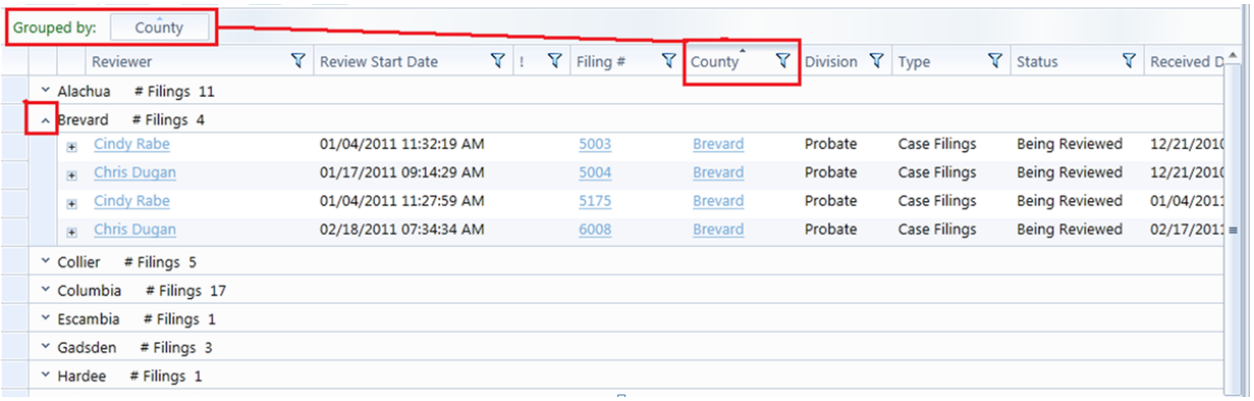
The Portal allows for the sorting of listing by clicking on the heading row of the return grid.



Reviewer	Review Start Date	!	Filing #	Division	Type
FACC 313	04/14/2013 04:04:37 PM		27182	Circuit Civil	Case Filings
Paula J Rives	05/08/2013 04:11:28 PM		27186	Circuit Civil	Case Filings
Eportal Demo	03/17/2013 05:24:56 PM		27226	Circuit Civil	Case Filings
Eportal Demo	03/12/2013 11:24:15 AM		27915	Circuit Civil	Case Filings
Paula J Rives	05/01/2013 09:02:03 AM		27916	County Civil	Case Filings
Eportal Demo	03/18/2013 03:25:38 PM		28371	Circuit Civil	Case Filings
Eportal Demo	04/10/2013 10:54:26 AM	!	32100	Circuit Civil	Case Filings
Paula J Rives	05/22/2013 08:56:13 AM		32668	Circuit Civil	Case Filings
Paula J Rives	05/08/2013 04:12:05 PM		33305	Circuit Civil	Case Filings
Eportal Demo	11/14/2013 10:46:06 PM		33482	Circuit Civil	Case Filings

Results can be grouped by selecting the heading to be use for the grouping and dragging the heading above the grid. To remove the grouping, select the group heading and move it back down into the heading row.

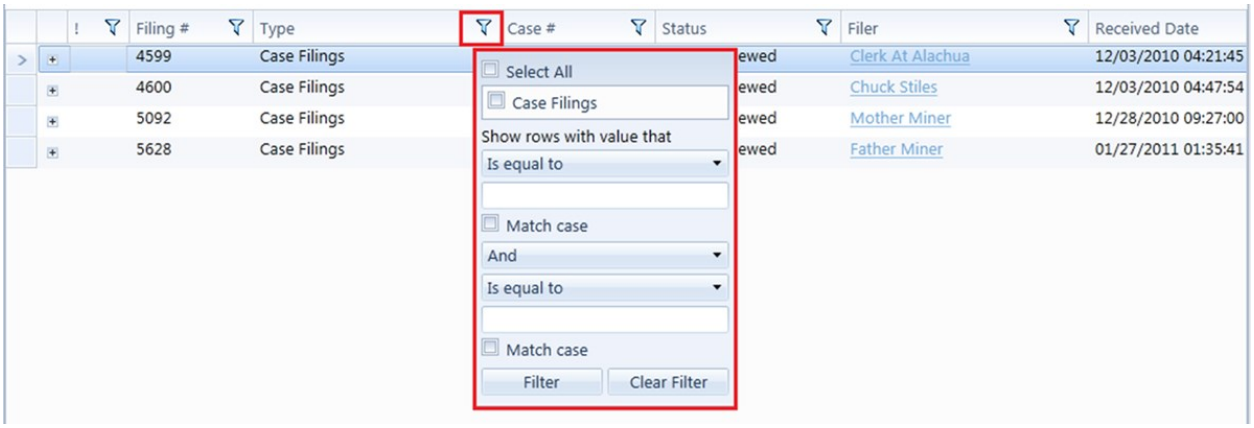
Clicking on the arrow beside the grouping displays the list of records within the group.



Grouped by: County

Reviewer	Review Start Date	!	Filing #	County	Division	Type	Status	Received D
Alachua # Filings 11								
Brevard # Filings 4								
Cindy Rabe	01/04/2011 11:32:19 AM		5003	Brevard	Probate	Case Filings	Being Reviewed	12/21/2010
Chris Dugan	01/17/2011 09:14:29 AM		5004	Brevard	Probate	Case Filings	Being Reviewed	12/21/2010
Cindy Rabe	01/04/2011 11:27:59 AM		5175	Brevard	Probate	Case Filings	Being Reviewed	01/04/2011
Chris Dugan	02/18/2011 07:34:34 AM		6008	Brevard	Probate	Case Filings	Being Reviewed	02/17/2011
Collier # Filings 5								
Columbia # Filings 17								
Escambia # Filings 1								
Gadsden # Filings 3								
Hardee # Filings 1								

The results can also be filtered. Click the Filter icon to see the filtering options. Select the column to be filtered then click on the Filter icon. The rows can be filtered by the listing under Select All check box. This listing is all of the values in the column. The remaining filters are based on that column. You can repeat this process on additional columns to further filter the listing.

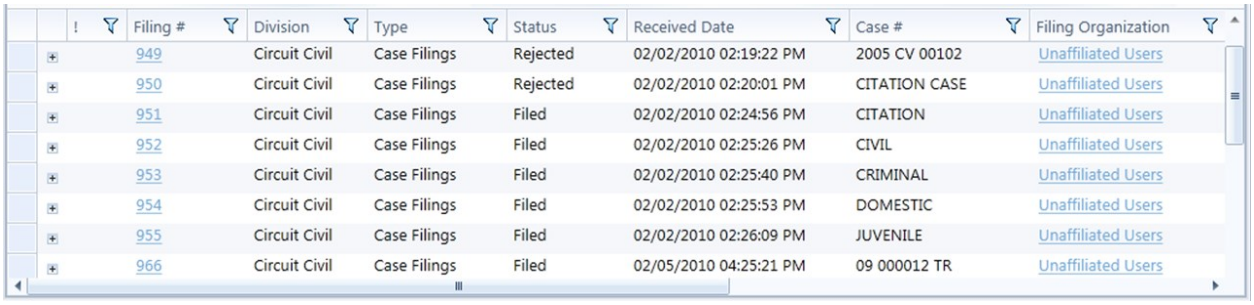

! Filing # Type Case # Status Filer Received Date
4599 Case Filings ewed Clerk At Alachua 12/03/2010 04:21:45
4600 Case Filings ewed Chuck Stiles 12/03/2010 04:47:54
5092 Case Filings ewed Mother Miner 12/28/2010 09:27:00
5628 Case Filings ewed Father Miner 01/27/2011 01:35:41
Select All
Case Filings
Show rows with value that
Is equal to
Match case
And
Is equal to
Match case
Filter
Clear Filter

Example of filtering:

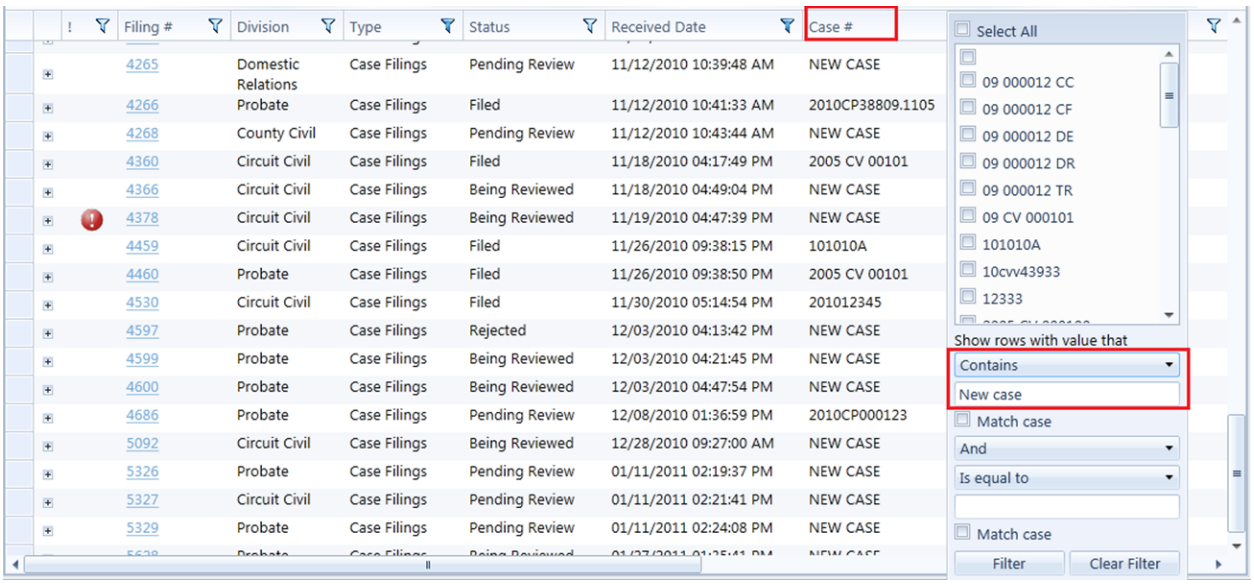
List all of the new cases in probate that are in Pending review status

Note: The steps listed here are to show how the filter works not the simplest process for getting the list of records.

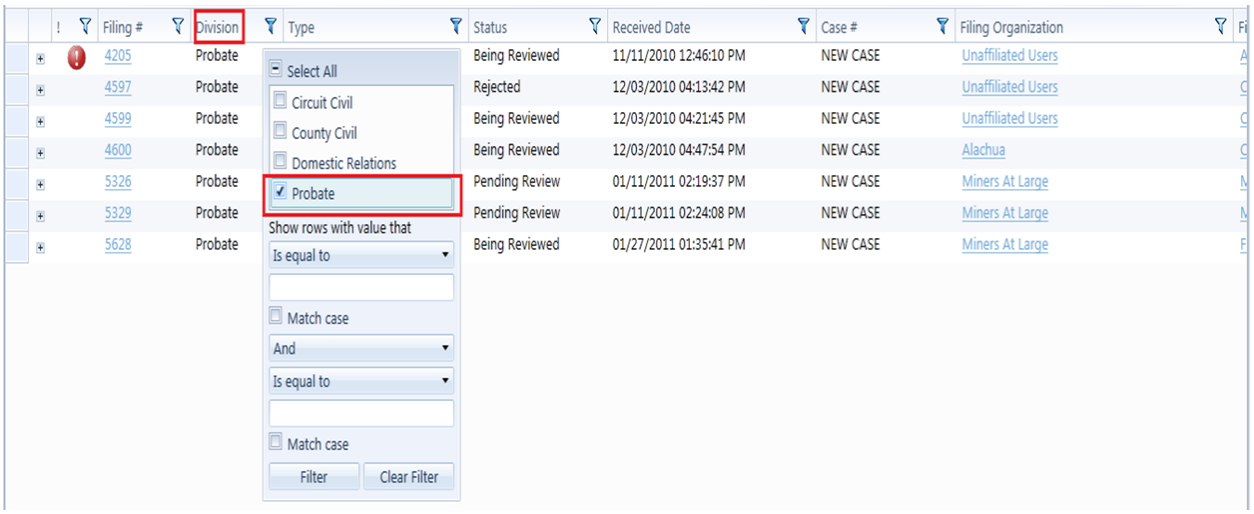
Start with a File Search returning all the records for the last year to give a listing that can be used to show filtering options.


! Filing # Division Type Status Received Date Case # Filing Organization
949 Circuit Civil Case Filings Rejected 02/02/2010 02:19:22 PM 2005 CV 00102 Unaffiliated Users
950 Circuit Civil Case Filings Rejected 02/02/2010 02:20:01 PM CITATION CASE Unaffiliated Users
951 Circuit Civil Case Filings Filed 02/02/2010 02:24:56 PM CITATION Unaffiliated Users
952 Circuit Civil Case Filings Filed 02/02/2010 02:25:26 PM CIVIL Unaffiliated Users
953 Circuit Civil Case Filings Filed 02/02/2010 02:25:40 PM CRIMINAL Unaffiliated Users
954 Circuit Civil Case Filings Filed 02/02/2010 02:25:53 PM DOMESTIC Unaffiliated Users
955 Circuit Civil Case Filings Filed 02/02/2010 02:26:09 PM JUVENILE Unaffiliated Users
966 Circuit Civil Case Filings Filed 02/05/2010 04:25:21 PM 09 000012 TR Unaffiliated Users

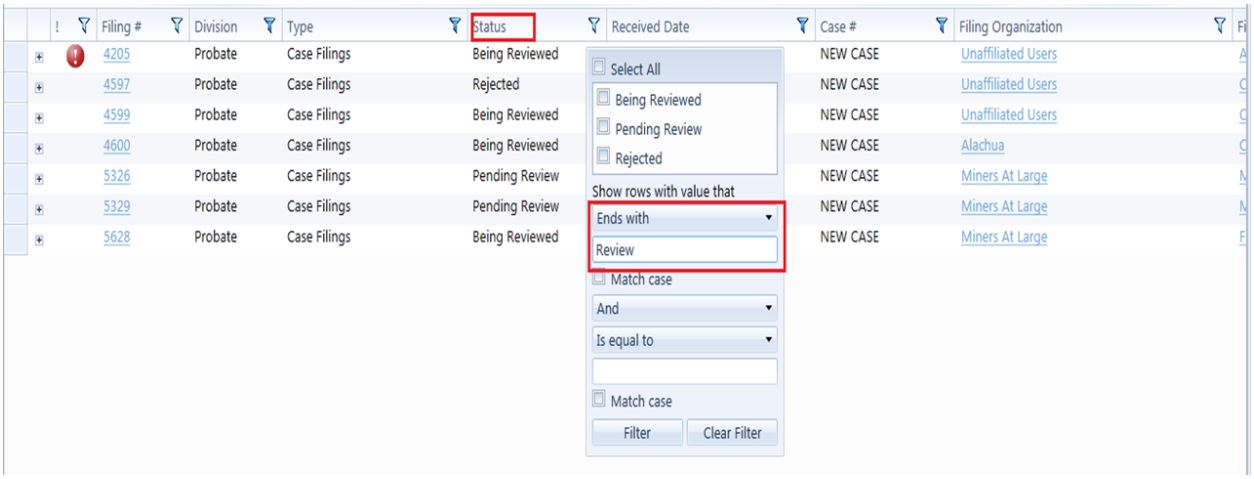
Next click on the Filter icon on the Case # column, when the filtering options display select ‘Contains’ and enter ‘New Case’ and click on the Filter button.


Filing #
Division
Type
Status
Received Date
Case #
4265 Domestic Relations Case Filings Pending Review 11/12/2010 10:39:48 AM NEW CASE
4266 Probate Case Filings Filed 11/12/2010 10:41:33 AM 2010CP38809.1105
4268 County Civil Case Filings Pending Review 11/12/2010 10:43:44 AM NEW CASE
4360 Circuit Civil Case Filings Filed 11/18/2010 04:17:49 PM 2005 CV 00101
4366 Circuit Civil Case Filings Being Reviewed 11/18/2010 04:49:04 PM NEW CASE
4378 Circuit Civil Case Filings Being Reviewed 11/19/2010 04:47:39 PM NEW CASE
4459 Circuit Civil Case Filings Filed 11/26/2010 09:38:15 PM 101010A
4460 Probate Case Filings Filed 11/26/2010 09:38:50 PM 2005 CV 00101
4530 Circuit Civil Case Filings Filed 11/30/2010 05:14:54 PM 201012345
4597 Probate Case Filings Rejected 12/03/2010 04:13:42 PM NEW CASE
4599 Probate Case Filings Being Reviewed 12/03/2010 04:21:45 PM NEW CASE
4600 Probate Case Filings Being Reviewed 12/03/2010 04:47:54 PM NEW CASE
4686 Probate Case Filings Pending Review 12/08/2010 01:36:59 PM 2010CP000123
5092 Circuit Civil Case Filings Being Reviewed 12/28/2010 09:27:00 AM NEW CASE
5326 Probate Case Filings Pending Review 01/11/2011 02:19:37 PM NEW CASE
5327 Circuit Civil Case Filings Pending Review 01/11/2011 02:21:41 PM NEW CASE
5329 Probate Case Filings Pending Review 01/11/2011 02:24:08 PM NEW CASE
Select All
09 000012 CC
09 000012 CF
09 000012 DE
09 000012 DR
09 000012 TR
09 CV 000101
101010A
10cvv43933
12333
Show rows with value that
Contains
New case
Match case
And
Is equal to
Match case
Filter
Clear Filter

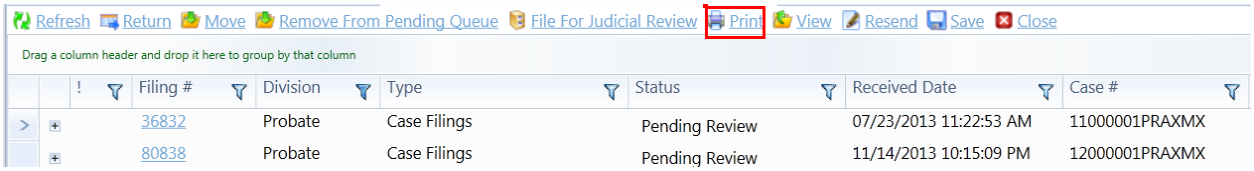
Now click on the Filter icon on the Division column, when the filtering options display click on Probate. The results list will automatically filter.


Filing #
Division
Type
Status
Received Date
Case #
Filing Organization
4205 Probate Being Reviewed 11/11/2010 12:46:10 PM NEW CASE Unaffiliated Users
4597 Probate Rejected 12/03/2010 04:13:42 PM NEW CASE Unaffiliated Users
4599 Probate Being Reviewed 12/03/2010 04:21:45 PM NEW CASE Unaffiliated Users
4600 Probate Being Reviewed 12/03/2010 04:47:54 PM NEW CASE Alachua
5326 Probate Pending Review 01/11/2011 02:19:37 PM NEW CASE Miners At Large
5329 Probate Pending Review 01/11/2011 02:24:08 PM NEW CASE Miners At Large
5628 Probate Being Reviewed 01/27/2011 01:35:41 PM NEW CASE Miners At Large
Select All
Circuit Civil
County Civil
Domestic Relations
Probate
Show rows with value that
Is equal to
Match case
And
Is equal to
Match case
Filter
Clear Filter

Finally click on the Filter icon on the Status column, when the filtering options display select ‘Ends with’ and enter ‘Review’ and click on the Filter Button.


Filing #
Division
Type
Status
Received Date
Case #
Filing Organization
4205 Probate Case Filings Being Reviewed NEW CASE Unaffiliated Users
4597 Probate Case Filings Rejected NEW CASE Unaffiliated Users
4599 Probate Case Filings Being Reviewed NEW CASE Unaffiliated Users
4600 Probate Case Filings Being Reviewed NEW CASE Alachua
5326 Probate Case Filings Pending Review NEW CASE Miners At Large
5329 Probate Case Filings Pending Review NEW CASE Miners At Large
5628 Probate Case Filings Being Reviewed NEW CASE Miners At Large
Select All
Being Reviewed
Pending Review
Rejected
Show rows with value that
Ends with
Review
Match case
And
Is equal to
Match case
Filter
Clear Filter

You now have a list of all of the new cases in Probate that are in Pending review status. To print your listing click on the Print option.



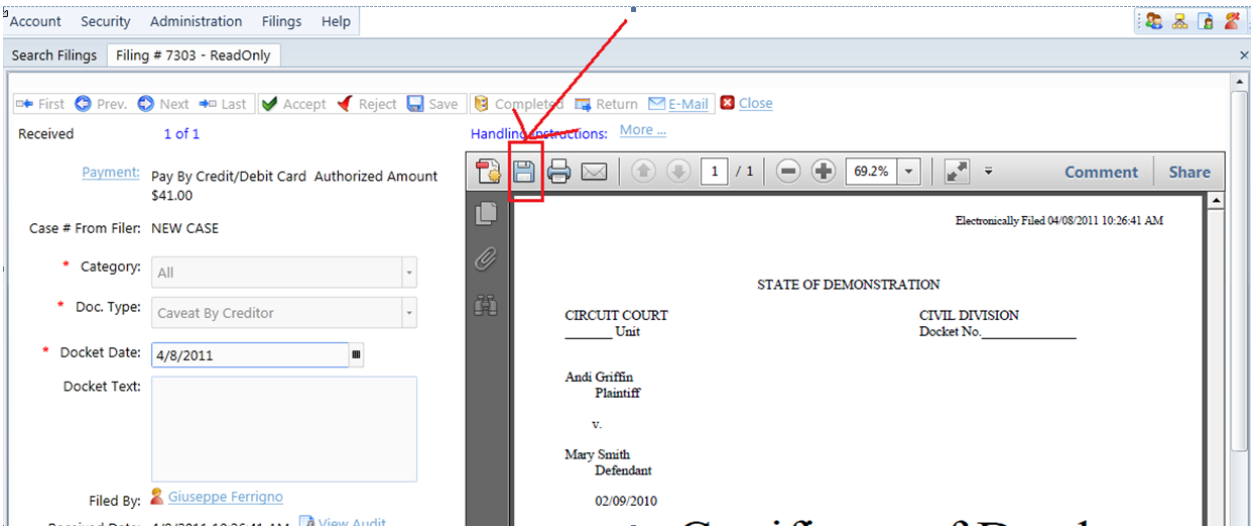
Retrieve Missing images for County CMS

There are times when the image does not move into the County CMS (Case Management System). When this happen the FCCC Administrator or the Portal Administrator can retrieve these images.

- Search for the filing (see Filings Section)
- Highlight the Filing and click View

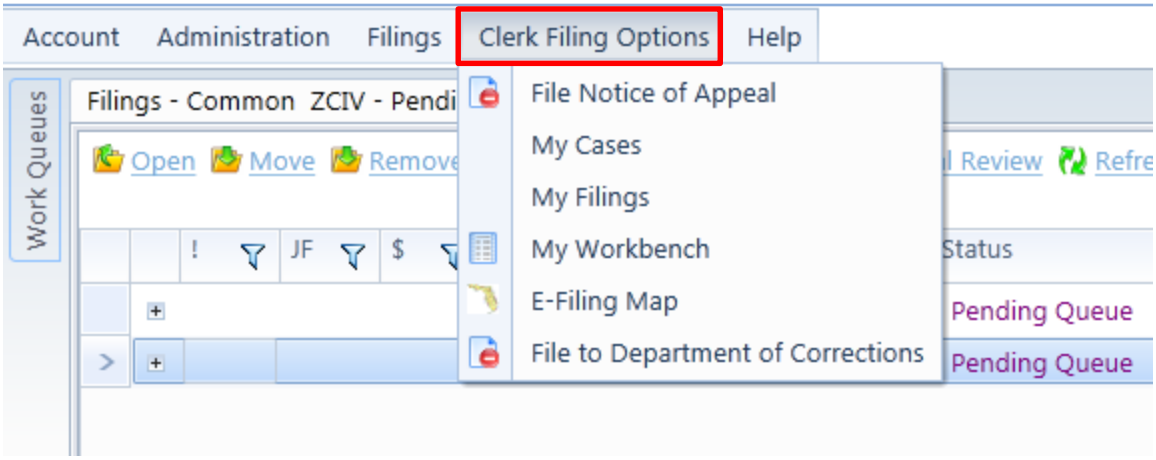
Filings - Eportal Demo
Search Filings
Refresh
Return
Move
Remove From Pending Queue
File For Judicial Review
Print
View
Resend
Mark As Filed
Save
Close
Filing Received Date between 07/01/2013 and 09/30/2013
Drag a column header and drop it here to group by that column
Filing #
Division
Type
Status
Received Date
Case #
35812 Circuit Civil Case Filings Filed 07/09/2013 08:47:03 AM 12000210CAAXMX
35818 Circuit Civil Case Filings Filed 07/09/2013 10:59:47 AM 11000176CAAXMX
35900 Circuit Civil Case Filings Filed 07/10/2013 10:25:24 AM 11000176CAAXMX
35913 Circuit Civil Case Filings Pending Review 07/10/2013 11:37:21 AM NEW CASE
36504 Circuit Civil Case Filings Filed 07/17/2013 07:38:14 AM 12000211CAAXMX

- Click on Save Icon on the PDF Viewer tools
- You are prompted to enter a location to save the image



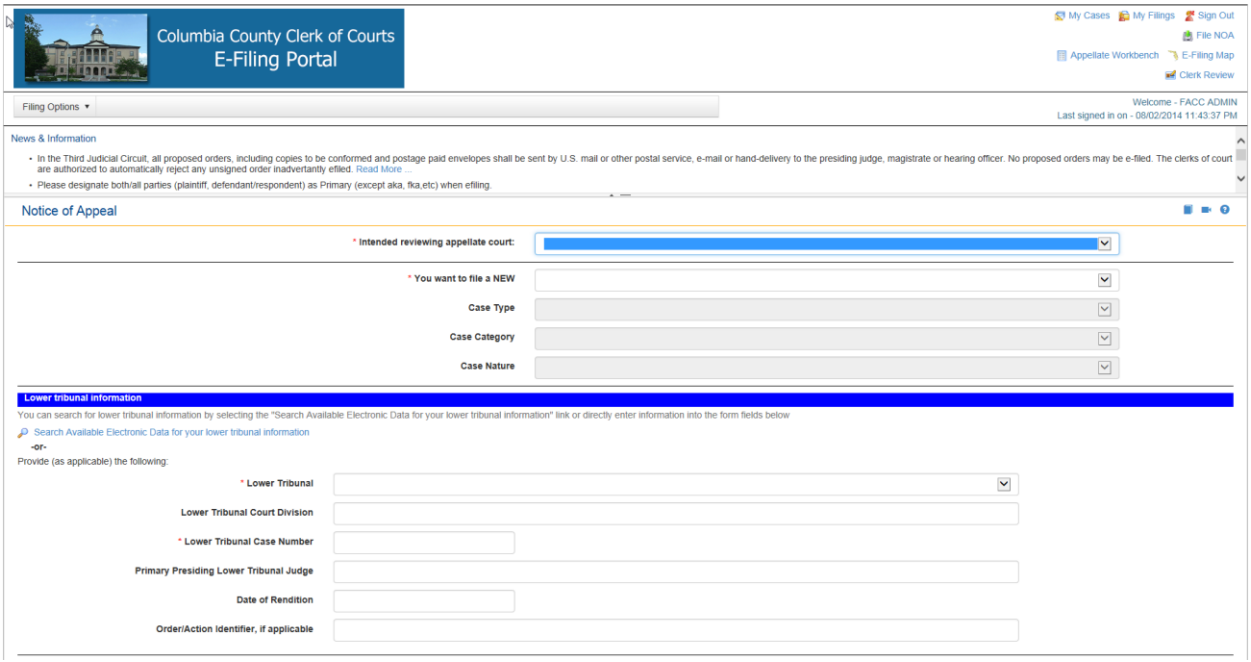
Clerk Filing Options

Portal Administrators have options to file directly to cases in their county and to other courts. See the Clerk Filer User Manual for more detailed instructions on the options available.



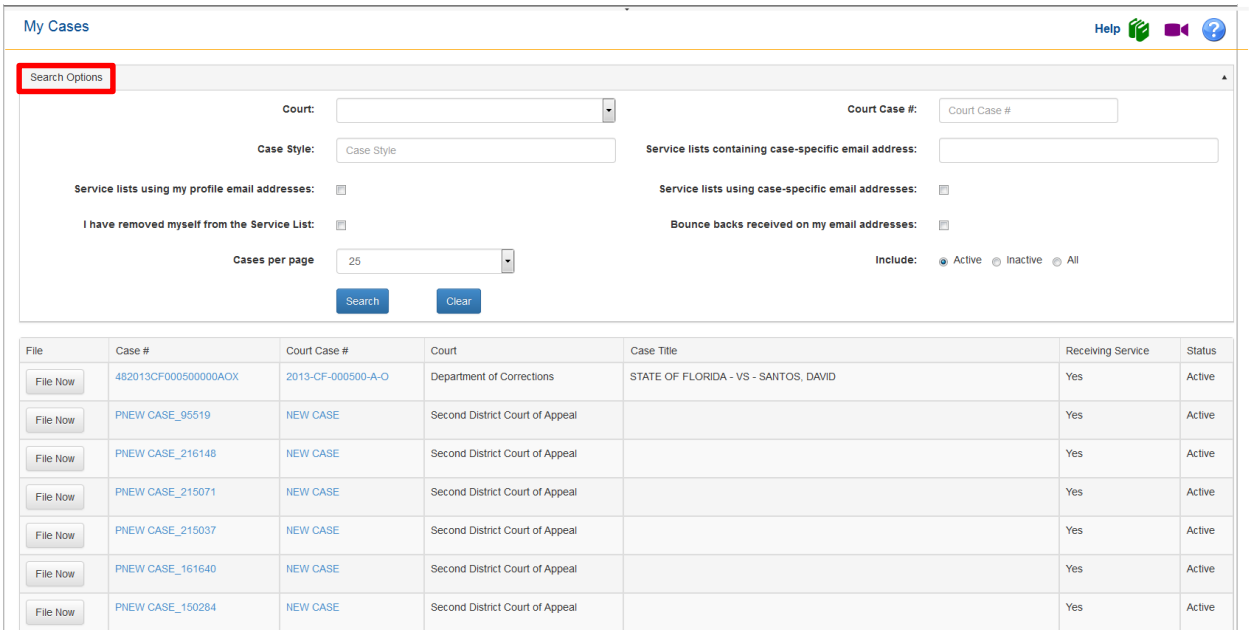
File Notice of Appeal

The Portal administrator can file a Notice of Appeal to the Second District Court of Appeal or to the Supreme Court.


Columbia County Clerk of Courts
E-Filing Portal
My Cases
My Filings
Sign Out
File NOA
Appellate Workbench
E-Filing Map
Clerk Review
Filing Options
Welcome - FACC ADMIN
Last signed in on - 08/02/2014 11:43:37 PM
News & Information
In the Third Judicial Circuit, all proposed orders, including copies to be conformed and postage paid envelopes shall be sent by U.S. mail or other postal service, e-mail or hand-delivery to the presiding judge, magistrate or hearing officer. No proposed orders may be e-filed. The clerks of court are authorized to automatically reject any unsigned order inadvertantly efiled. Read More ...
Please designate both/all parties (plaintiff, defendant/respondent) as Primary (except aka, fka,etc) when efiling.
Notice of Appeal
* Intended reviewing appellate court:
* You want to file a NEW
Case Type
Case Category
Case Nature
Lower tribunal information
You can search for lower tribunal information by selecting the "Search Available Electronic Data for your lower tribunal information" link or directly enter information into the form fields below
Search Available Electronic Data for your lower tribunal information
-or-
Provide (as applicable) the following:
* Lower Tribunal
Lower Tribunal Court Division
* Lower Tribunal Case Number
Primary Presiding Lower Tribunal Judge
Date of Rendition
Order/Action Identifier, if applicable

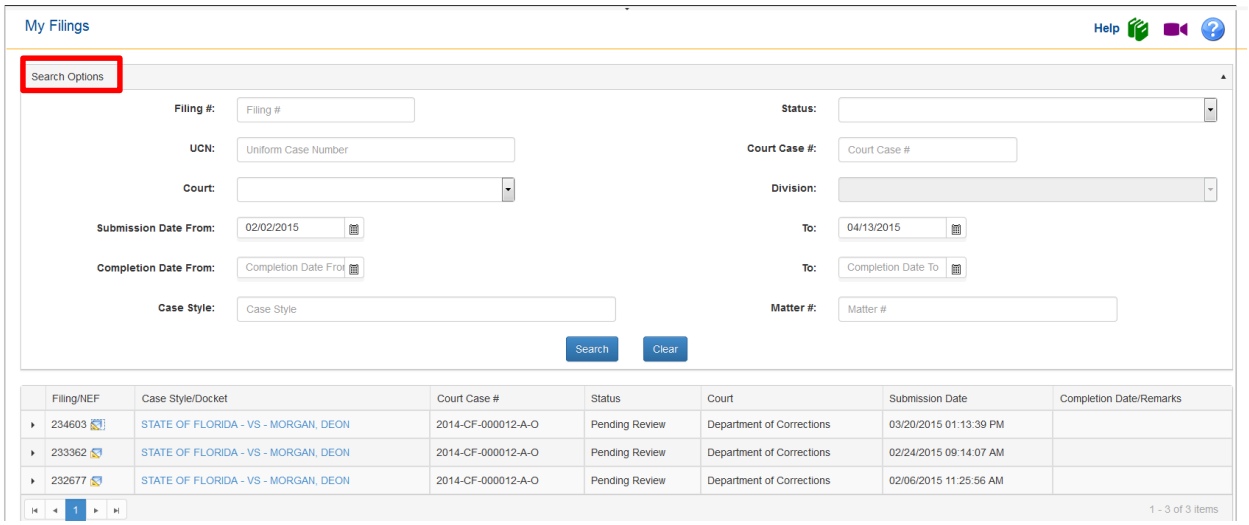
My Cases

The Portal administrator will also be able to view the cases they have filed to and file directly from this page if they have already filed on a case. The user has the ability to search and filter for particular filings if needed.



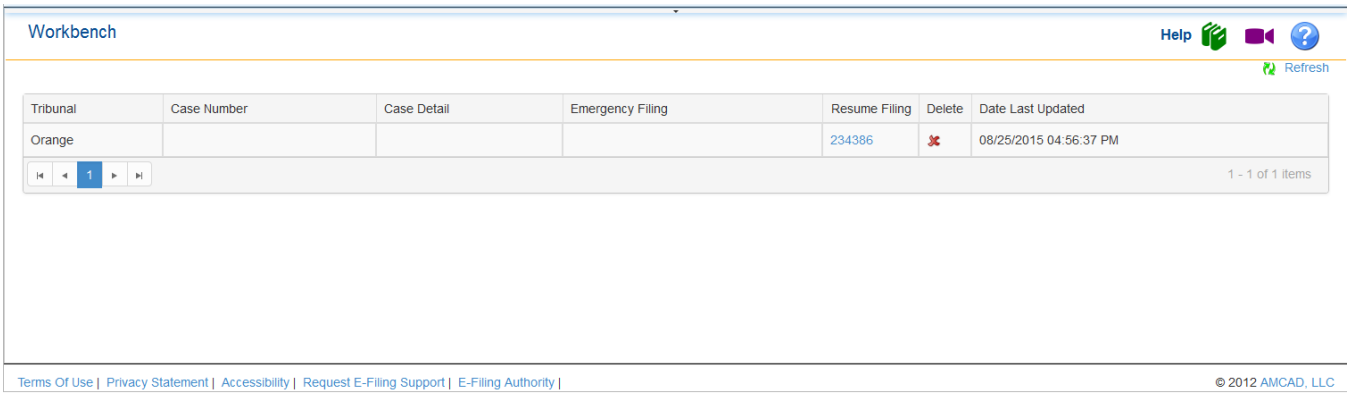
My Filings

The My Filings page shows a list of all the county administrator's filings and their status. The users has the ability to search and filter for particular filings if needed.



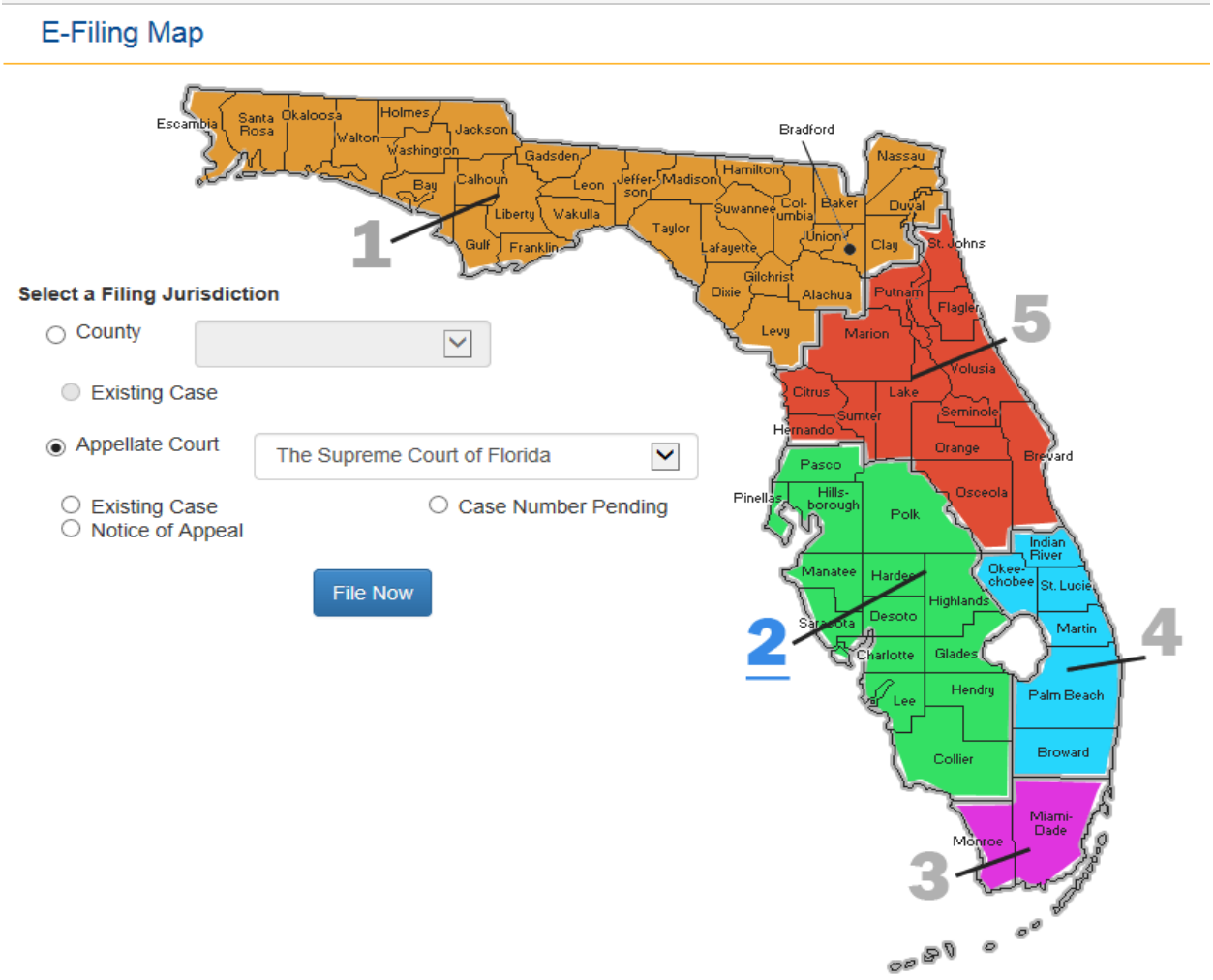
My Workbench

My Workbench stores filings for the user in case they need to stop and come back and finish the filing at a different later time. Users have the ability to resume a filing or delete the filing if necessary. The submissions will remain on the Workbench for five (5) days.

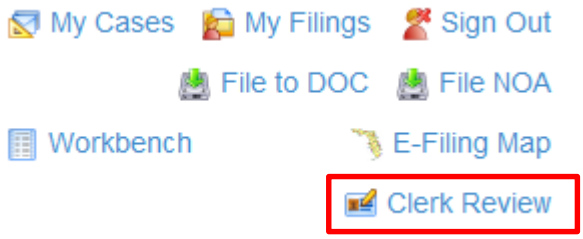


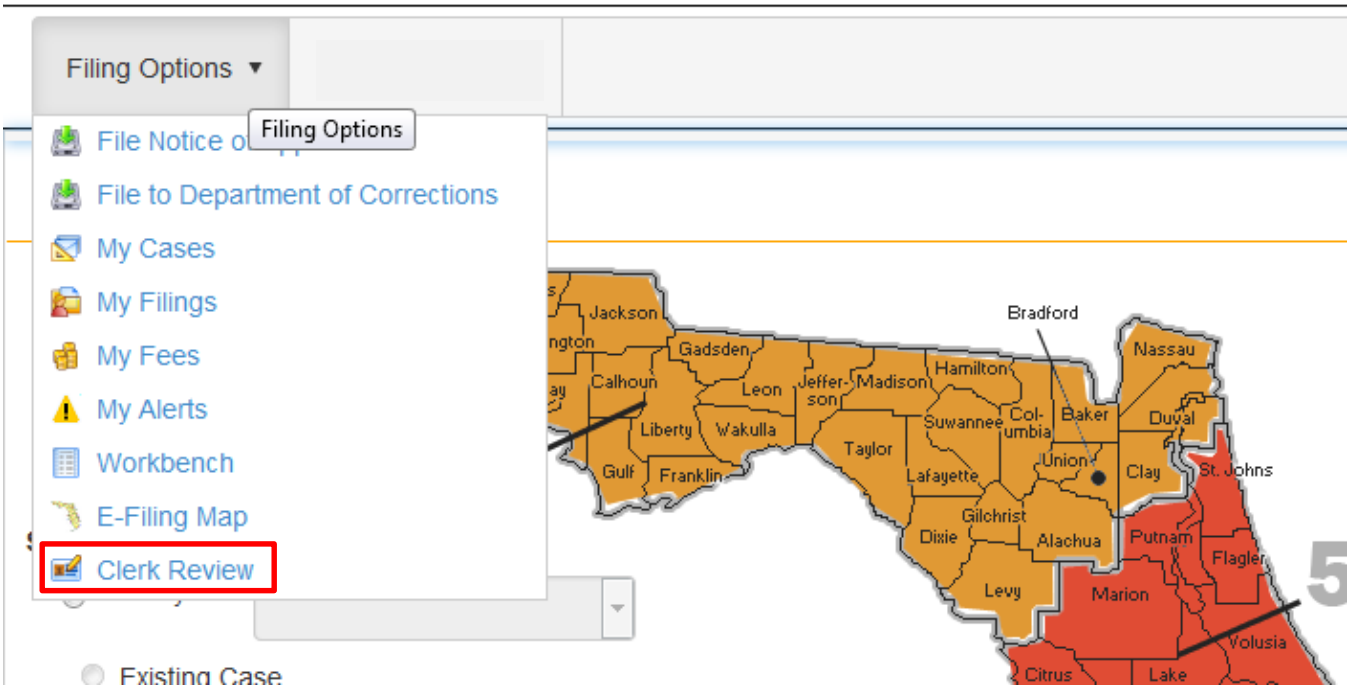
E-Filing Map

The E-Filing Map will take you back to the map. This will give the user the ability to file to a court of their choice.



To get back to the Clerk Review side you can use either the Quick Links in the upper right hand corner of the page or the Filing Options menu on the Menu Bar on the Filers side.





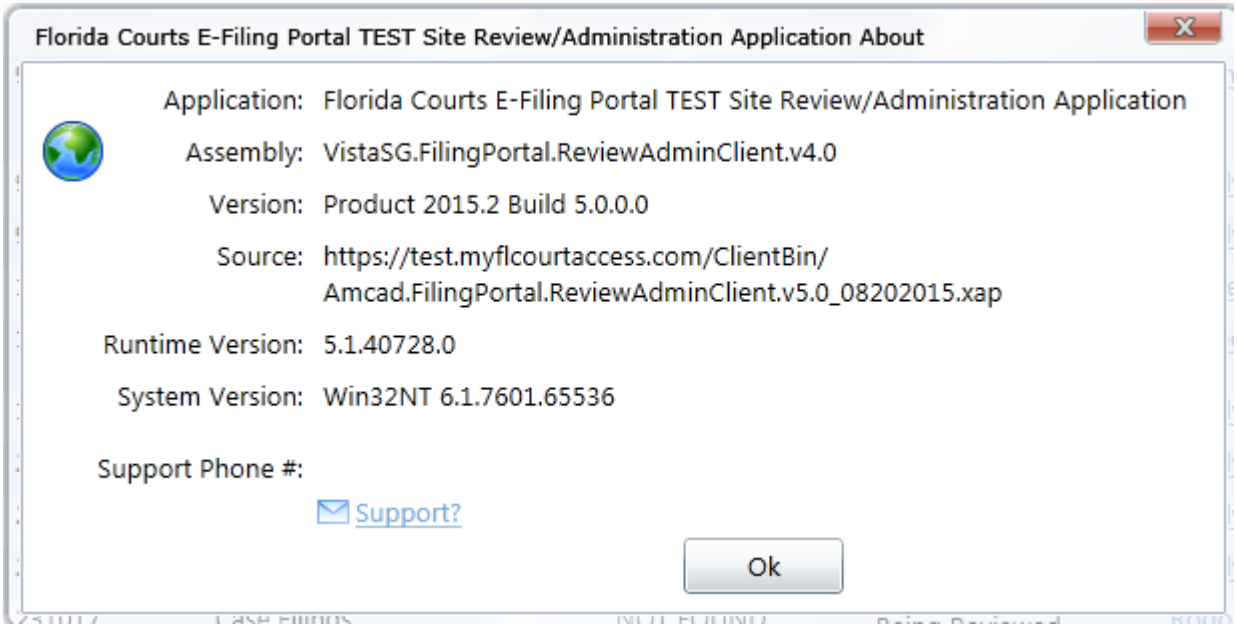
File to the Department of Corrections

This link will take you to the filer's side of the Portal to the Florida Department of Corrections where you will follow the pages to submit your document to the Department of Corrections. For more information, see the Clerk Filer User Manual April 2015.

Help

About

Help shows the user the Application, Assembly, Version, Source, Runtime Version, and System Version. It also will allow you to contact support by opening your email provider and creating a new message with the address already filled in.


Florida Courts E-Filing Portal TEST Site Review/Administration Application About
Application: Florida Courts E-Filing Portal TEST Site Review/Administration Application
Assembly: VistaSG.FilingPortal.ReviewAdminClient.v4.0
Version: Product 2015.2 Build 5.0.0.0
Source: https://test.myflcourtaccess.com/ClientBin/ Amcad.FilingPortal.ReviewAdminClient.v5.0_08202015.xap
Runtime Version: 5.1.40728.0
System Version: Win32NT 6.1.7601.65536
Support Phone #:
Support?
Ok